

University of Edinburgh
Job Description Template

1. Job Details

Job title: **MEDICAL RECORD OFFICER.**

School/Support Department: **UNIVERSITY HEALTH SERVICE**

Unit (if applicable): **ACADEMIC REGISTRAR'S DIVISION.**

Line manager: **HEAD RECEPTIONIST.**

2. Job Purpose

To process, amalgamate and file records so keeping records in good order. To undertake reception duties in times of staff sickness/absence.

3. Main Responsibilities

- | | Approx. %
of time |
|---|------------------------------|
| 1. Maintain and update patient records, manually and on pc within practice and on partners system to PSD so ensuring all clinical and administration staff have the most up to date information on patients. | 30% |
| 2. Access information downloaded from Practitioner Services Partners system listing all patient deductions in practice, run summary reports and send of with records to PSD so they can be forwarded to patients new Doctor to ensure continuity of care. | 20% |
| 3. Amalgamate patients previous records with our own so clinical and administration staff have all the up to date information on clinical history. | 20% |
| 4. Check patient records as requested by Practitioner services to check if patients are still attending practice or left country ensuring practice list is accurate and live. | 20% |
| 5. Undertake full range of medical reception duties in times of sickness/annual leave. | 10% |

4. Planning and Organising

Plan workload on a daily basis depending what has to go back to Practitioners Services and what is allocated by Head Receptionist.

5. Problem Solving

Queries from practitioner services as to where medical records may be. Doctor needing previous records and being able to locate them. Hospitals needing information from medical records.

6. Decision Making

Prioritise work on a daily basis in line with medical records procedure to ensure all the needs of the practice are met, deciding after amalgamating the records, which records should be given to the Doctors/nurses

7. Key Contacts/Relationships

INTERNAL- Doctors, nurses, health visitors, midwives. etc

EXTERNAL- Practitioner services, patients, hospitals.

8. Knowledge, Skills and Experience Needed for the Job

I.T. skills. Excellent communication skills. Medical record/reception experience.

9. Dimensions

23000 patients, 10 doctors, 7 nurses.

10. Job Context and any other relevant information

Have to ensure work is accurate and standard format of notes for practice is followed