**Castlehead Medical Centre**

**Medical Records Summariser Job Description**

**Job Title:** Medical Records Summariser

**Reports To:** Practice Manager/Operational Manager

**Hours** 25 hours per week fixed term for 1 year with a view to a permanent contract the end of the fixed term period.

**Job Summary:**

The practice is moving towards all medical records being fully electronic and the main responsibilities of the post holder will be to check, summarise and code any relevant information from the patient’s paper Health Record into the practice EMIS clinical computer system. Both paper and electronic notes will form a full Electronic Health Record accurately coded in accordance with the practice notes summarising protocol, data quality and record keeping policy.

**Main Duties**

* Cull and sort patient paper Health Record and letters in preparation for summarising
* Scan and code relevant documents to Electronic Health Record
* Producing an accurate summary of the patient’s medical history in an efficient and timely manner
* Ensure that all patient information is accurately input to the practice clinical system and clearly amend any inaccuracies in accordance with Good Records Guidance
* Audit data collection standards within the practice
* Monitor the progress of summarising against practice targets
* Filing and retrieving paperwork as required
* Monitoring receipt of notes to the computer workflow system
* Code workflow documents received either electronically or by mail when needed to cover the any absence of the Medical Records Data Administrator to keep their work up to date.
* Code patient records accurately and liaise with the Operational Manager and clinical staff in maximising QOF/QIS/PCN targets.
* Prioritise work accordingly to ensure patient safety is paramount
* Complete all mandatory training applicable to role

**Confidentially**

* In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
* In the performance of the duties outlined in this job description, the post holder will have access to confidential information relating to patients and their carers’ practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and protection of personal and sensitive data.

**Health & Safety**

The post holder will assist in promoting and maintaining their own and others health, safety and security as defined in the practice Health & Safety Policy, the practice health & safety manual and the practice infection control policy and published procedures. This will include

* Using personal security systems within the workplace according to practice guidelines.
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
* Making effective use of training to update knowledge and skills
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
* Actively reporting of health and safety hazards and infection hazards immediately when recognised.
* Keeping own work areas and general/ patient areas clean, assisting of general standards of cleanliness consistent with the scope of the job holders role.
* Undertaking periodic infection control training
* Reporting potential risks identified.

**Equality & Diversity**

The post holder will support the equality and diversity and rights of patients, carers and colleagues to include;

* Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies and current legislation.
* Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
* Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings priorities and rights

**Personal/Professional development**

The post holder will participate in any training programme implemented by the practice as part of this employment, such training to include

* Participation in annual individual performance review, including taking responsibility for maintaining a record of own personal and or professional development
* Taking responsibility for own development. Learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality**

The post holder will strive to maintain quality within the practice and will

* Alert other team members to issues of quality and risk
* Assess own performance and take accountability for own actions, either directly or under supervision
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance
* Work effectivity with individuals in other agencies to meet patient needs
* Effectively manage own time, workload and resources

**Communication**

The post holder should recognise the importance of effective communication within the team and will strive to

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognise people’s needs for alternate methods of communication and respond accordingly.

**Contribution to the implementation of services:**

The post-holder will:

* Apply practice policies, standards and guidance
* Discuss with other members of the team how the policies, standards and guidelines will affect own work
* Participate in audit where appropriate

JOB DESCRIPTION AGREEMENT

Post Holder’s Signature: …………………………………………………………………….

Date: ………………………………………….

Line Manager’s Signature: …………………………………………………………………..

Date: ……………………………………….