

# THE WILSON PRACTICE

Alton Health Centre Anstey Road  
Alton Hampshire GU34 2QX

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e-mail: nhccg.wilsonpractice@nhs.net  
Website: www.wilsonpractice.co.uk

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## FULL-TIME JUNIOR ADMINISTRATOR VACANCY

Reports to: Senior Administrators

Hours per week: 37

Hourly rate £9.00 per hour

### Job Summary:

The post-holder will be incrementally trained to undertake a range of non-clinical administration, in accordance with existing processes within an established team.

### Main Duties/Key Tasks following full training are:

- Manage mail: incoming and outgoing;
- Read coding the information into the Practice clinical system using generic processes;
- Filing and retrieving paperwork and records;
- Extraction of necessary data from clinical correspondence and input into patient's electronic clinical record;
- Scanning of letters and relevant correspondence into patient's notes;
- Efficient use of the Practice computer system;
- Interrogate data for audit purposes;
- Interrogate patient data for administrative purposes used in call/recall/audit processes;
- Ensure security of data at all times.

### Competencies

- Sound knowledge of Windows and MS Office;
- Awareness of data security requirements;
- IT literate: manipulate documentation in the course of your role;
- Good verbal and written communication skills;
- Problem solving skills.

No formal qualifications are required as full training will be given. We are looking for someone with a flexible approach to work (as priorities change frequently), who is a team-player and has a good sense of humour to join a strong, well-bonded team who are looking forward to welcoming their newest member.

**Please note that if you are currently registered at the Wilson Practice and are successful in your application for this role, you will be required to register at an alternative GP Practice.**

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### Partners:

Dr Andrew Fellows MB BS MRCP MRCGP DRCOG

Dr Alison Rickard BA BM BCh MRCGP DRCOG DOcc.Med

Dr Sally Loudon BM BS BMed.Sci DGM DRCOG MRCGP

Dr Oliver Kemp MB BS BSc DCH MRCGP DFSRH DPD DIMM

Dr Sarah Wagstaffe BMBS Dist.DRCOG MRCGP

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### Associates:

Dr Avril Rush BM BS MRCGP DRCOG DFSRH

Dr Lucinda Maloney MBBS BSc MRCGP DRCOG

Dr Bethan Davis MB ChB BSc(Hons) DRCOG DFSRH MRCGP

Dr Lisa Price MBC B BSc MRCGP DRCOG

Dr Daniel Eckford MBBS BSc(Hons) MRCGP