



Medical Administrator

An exciting opportunity has arisen to join to the Echogenicity team. We are looking for a part time Medical Administrator to work 15 hours spread across the working week. We are looking for an enthusiastic, professional, motivated individual to work within our team. We offer flexible working (approximately 3 hours per day but this is flexible and can be at any time of the day/evening)– the role will be based working from home. Training and equipment will be provided but you will be expected to have a secure and adequate internet connection.

Although working remotely the applicant must reside in Cornwall due to delivery of materials and service/maintenance of computers, equipment and software.

You must demonstrate effective communication, organisational and interpersonal skills and work methodically under pressure, you will need to be able to work independently and manage your own workload. You will have attention to detail with a flexible can-do attitude.

We are a digital paper-less company and you will need to be able to work with a variety of computer systems. The ability to work with computers is essential.

Previous NHS experience and knowledge of systems such as e-Referral and maxims are an advantage.

Job Type:

Part-time

Part-time hours:

15 per week

Pay:

£23,000.00 per year pro rata

Benefits:

- Flexitime
- Work from home
- Pension contribution
- Training and continued professional development
- 28 days holiday

Work Location:

Remote although applicants main residency must be in Cornwall.

Application deadline:

22 November 2024

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The role primarily consists of accepting and processing the echocardiogram referrals that come through to us on the e-Referral system, uploading the referral details to our patient system and booking in the patients. The successful candidate would also provide annual leave cover for our administrator.

At least 5 years previous administration experience is required.

Working for Echogenicity limited.

Echogenicity is an independent Cornish Community Echocardiogram Service working solely in partnership with the NHS. We are currently working from 14 different clinic locations throughout Cornwall. Providing the GP's of Cornwall with a local, efficient, timely echocardiography service. We have been running for over 18yrs scanning over 60,000 patients. All echocardiogram reports are reviewed by one of our consultant cardiologist's who then gives his clinical guidance to the requesting GP. We have been filmed by the British Heart Foundation as a Service of Excellence and are Charter Signatories of the British Society of Echocardiography. We have had a 'Good' for every aspect of our service for every CQC inspection we have ever had.

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