**Scanning Clerk**

Due to internal progression and service expansion Vida Healthcare are currently looking for a reliable and hardworking person to join our experienced and friendly Scanning Team.

The Scanning Clerk is responsible for scanning all approved/received letters and correspondence regarding any patient into the Electronic Patient Record - SystmOne.

Individuals will perform a variety of moderately complex tasks that are highly confidential and defined by established policy and procedure.

In order to scan appropriately, the position involves understanding the document types and their need for directing and workflowing to relevant colleagues/GPs. Scanned images must be legible and a true likeness of the original document. They should be filed in a manner that allows them to be identified and retrieved from within the patient record.

These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post holder.

**Hours and Pay:**

**Permanent Position**

**Full or part time / job share hours considered**

**Competitive Salary**

Please apply by email to Audrey Brown, [audrey.brown@nhs.net](mailto:audrey.brown@nhs.net) and copy Anya Payne, [anya.payne@nhs.net](mailto:anya.payne@nhs.net) with a full CV and covering letter.

**Committed to Equal Opportunity.**

**Q: What makes Vida Healthcare an award winning organisation?**

**A: The highly motivated people who work here and their enthusiasm for what we do and stand for.**

To ensure that we remain at the forefront of health care, we recruit individuals whose passion, drive, integrity, initiative and customer orientation shines through. If you are interested in joining a forward thinking, passionate and professional organisation, then we would love to hear from you.

**Job Description**

**Scanning Clerk**

* Prepare received documents and images to be scanned and attached to the electronic patient record.
* Determine the document type/scanning protocol to use.
* Scan documents and then attach to EPR - either filing or workflowing as required.
* Manage these multiple complex tasks while maintaining quality requirements and time frames.
* Maintain knowledge of all scanning requirements in order to scan documents correctly.
* Communicate with supervisor and managers in regards to any issues or concerns identified
* Perform tasks accurately and in a timely manner.
* Maintain high level of confidentiality with patient information.
* Contribute ideas/solutions for process quality improvement.
* Perform other duties and assist in department projects as assigned.
* Ensure that paper documents once scanned are stored for the agreed timescales and in the agreed manner
* Ensure appropriate destruction at the expiry of stored time period.
* Documents not relating to registered patients must be returned to where they were received from with a note explaining this.

**Qualifications**

Required:

* Educated to GCSE level, with English being one of those GCSE passed, or two years working experience.
* Previous computer training and experience
* Ability to work effectively with others.
* Excellent organizational, time management, communication skills, and attention to detail.
* Ability to work with highly confidential information.

Preferred:

* Previous Medical terminology training.
* Previous experience using SystmOne
* Entry level knowledge of emails, Microsoft products.
* Previous experience of working within the NHS

Our patients demand the highest standards of care and if you are conscientious with a strong team-working ethic, then one of these could be the ideal role for you.

You must be able to work collaboratively with the general practice team to meet the needs of patients. High quality service delivery, complete confidentiality and patient satisfaction are an absolute priority.

We pride ourselves on our impeccable standards of patient care and in order to maintain this it is essential that we employ reliable team players with strong caring qualities, dedication, and excellent attention to detail and commitment to quality of service delivery.

Vida Healthcare is one of Norfolk’s largest and most successful General Practices, working with colleagues in the NHS to provide the best possible patient care. Our practice has experienced impressive growth over recent years, by creating a work environment that encourages talented individuals to thrive and make a difference.