

Person Specification – Records Admin

Essential:	Desirable:	Verified:
<u>Qualifications:</u> Good level of standard education	ECDL or equivalent	Application/ Interview
<u>Experience:</u> Previous experience in a Primary or Secondary care setting Experience of Microsoft Office software. Working as part of an integrated multi-skilled team Previous experience in a summarising / medical records based role		Application/Interview References
<u>Knowledge:</u> Excellent keyboard and computer skills Excellent communication skills Knowledge of medical terminology and read coding	ECDL or equipment EMIS Clinical System	Application/Interview
<u>Skills & Ability:</u> Excellent communication skills, verbal & written Able to think and plan ahead using own initiative Work to deadlines, sometimes under pressure Flexibility in working hours Professional demeanour Ability to work in a methodical and ordered manner Good organisational skills	Shows a commitment to personal, professional development Non smoker Full driving licence	Application/ Interview
<u>Attributes</u> An understanding, acceptance and adherence to the need for strict confidentiality Ability to work without direct supervision and determine own workload priorities Ability to work as part of an integrated multi-skilled team Able to work in a changing environment		Application/Interview