

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Medical Records Administrator/Scanning Operator
DEPARTMENT:	Administration
BAND:	B
HOURS:	37.5 hrs per week
CONTRACT:	Temporary
RESPONSIBLE TO:	Medical Records Supervisor
ACCOUNTABLE TO:	Director of Hospital Services

Job Summary

Administration work within a team of staff covering all areas of case note and patient associated patient information management across the Hospital.

Role & Responsibilities

Responsibilities are to ensure the complete scanning of case notes for patients attending the Hospital. To prepare case notes for new and follow patients in the outpatient department. To ensure all case notes are scanned with compliance of the BS 10008:2014 [evidential weight & legal admissibility of electronic information].

Full training will be given in order for the post holder to carry out all duties and tasks associated with the job including the functionalities within the Dataspace computer system.

1. To answer the telephone and deal courteously and efficiently with any enquiry including answering the hospital's main telephone line.
2. To ensure the case notes are prepared daily for the out patients clinics.
3. To ensure that all case notes are available and prepared to be scanned in line with departmental polices and procedures for patients attending the Hospital.
4. To notify supervisor if case notes cannot be located for scanning.
5. To print outpatient list to support the location of notes needed scanning.

6. Adhere to Caldicott recommendations with respect to the confidentiality and security of the patient/identifiable information.
7. Should the post holder be in first/last out they will be responsible for opening and securing the department.
8. Using a computer for a substantial proportion of the day.
9. To liaise with other hospitals in arranging the supply of case notes, which are needed, and organise suitable transport to collect case notes.
10. To assist with requests for medical records abiding by the hospital's Confidentiality policy and procedures.
11. Attention to detail is required when preparing the notes for scanning, notes/test results and when searching clinical/administrative systems, working within the new procedures.
12. To ensure that all information in the Patient Administration System (iSOFT) is recorded and entered accurately. To abide by the Organisations protocols at all times with regard to the security and integrity of the information held in iSOFT..
13. To efficiently and effectively organise the work allocated to you by the Supervisor.
14. To retrieve case notes electronically for viewing in clinics
15. To assist with any project work being undertaken within the department.
16. To follow departmental policies and procedures in relation to day-to-day work.
17. To keep the working areas and office neat and tidy.
18. Be competent in the use of computers and printing equipment. To report any equipment faults to the supervisor as soon as you are aware..
19. To undertake any training that might be identified as necessary to enable all duties to be carried professionally and efficiently.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

All employees must act in ways that support equality and diversity and recognizes the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: