



About Health
healthcare innovation

MEDICAL SECRETARY VACANCY

About Health are recruiting a full time Medical Secretary who will work as part of a central team to provide the administrative and secretarial functions for the Lancashire, West Hampshire and Dorset Community Dermatology Services in accordance with local NHS targets.

Based at
Innovation Centre,
in Blackburn



Excellent
Working
Environment



From
£17,787
per annum



Full-time position
available - 37.5 hrs
per week

The role will include coordinating internal waiting lists, clinic bookings, requests for and collating results of investigations/diagnostics, organising the onward referral of patients and audio typing of clinic notes and letters using a digital dictation system. The role also requires communication with NHS colleagues, patients and the general public.

Successful applicants will need to have at least 2 years experience in a medical secretary role and be a touch typist with moderate to excellent speed of typing as well as excellent vocabulary and grammar. Ideal candidates will also have experience working within a busy service environment with excellent interpersonal & communication skills. You will also have good attention to detail and be able to prioritise your workload. The post holder is expected to work flexibly to be able to meet the challenges and opportunities of the post.



Formed in 2008, About Health became a Totally PLC company in 2016. We provide high quality services across the country, by working in partnership with commissioners and local providers. We have also established and developed a robust clinical education programme to support primary care colleagues in their career development.

**Closing Date:
18th January 2019**

**Interviews will be held on
29th January 2019**

We encourage you to apply as soon as possible as this role is very popular and once the positions are filled sufficiently, we may have to withdraw the opportunity.

totally plc
Group Recruitment

If you have any further questions about the role or what benefits we can offer you or you would like to request an application form then please don't hesitate to contact us!



0300 013 4885



recruitment@totallyrecruit.com



www.abouthealthgroup.com