



Vacancy

Secretary/Patient Services Adviser



Approximately 30 hours per week 8am until 6pm over 5 days

20 days annual leave per annum (pro rata) 10 public holidays (pro rata)

We are looking for an enthusiastic individual to join our team. Applicants must be good communicators, be confident dealing with the public and undertaking general office duties. The working pattern will be discussed and confirmed with successful applicants but flexibility is required to provide cover during our opening hours and staff holiday periods. Experience of audio typing, referral management and medical terminology are essential and knowledge of MS Office, Vision, Docman, SCI-Gateway and read coding would be desirable but not essential as training will be given.

Please apply in writing enclosing a copy of your CV to:

Laura Anne McMahon
Business Manager
St Luke's Medical Practice
Carlisle Community Health Centre
40 Chapel Street
Carlisle
ML8 4BA

Telephone: 01555 752150

Lauraanne.mcmahon@lanarkshire.scot.nhs.uk

www.stlukesmedicalpractice.co.uk

Closing Date: Tuesday, 17 April 2017