

Job Title: Medical Secretary – Private Medical

Location: Cambridge

Salary: £17,000 to £19,000

Hours: Permanent/Full time

Job Description:

We are seeking a Medical Secretary to join our growing team to help support our group of medical consultants in their private practices. MSS pride themselves in providing first class stress-free private practice management to medical consultants across the UK.

The successful candidate will be working alongside a small team of existing employees from our office in Cambridge. MSS and our team values are honesty, responsiveness, accountability, development and teamwork. We have a strong team ethos and we reward people who show that they can take initiative and make a difference.

This role is a varied role consisting of secretarial and administrative responsibilities and will be challenging and interesting for an efficient, flexible and enthusiastic individual.

The successful candidate will be a professional and committed individual with relevant experience working in a secretarial capacity within the private medical sector. Ideally you will have a background in medical secretarial work with a knowledge of medical terminology within various fields, however, this is not essential.

Duties & Responsibilities:

- Provide personal assistance and support to our consultants
- Working closely within our team and with private hospitals locally and further afield
- One to one patient and client contact
- General administration duties; responding to telephone and email enquiries, organisation of appointments for both consultations and operations, typing of clinical correspondence from digital transcription, recording of medical notes, patient registration, invoicing, working with private insurance companies and solicitors
- All ad hoc duties as required

Skills and Experience:

- At Least 1 year's experience
- Good knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- Excellent typing skills
- Knowledge of DGL Practice Manager programme
- Audio transcription experience desirable
- Knowledge of I.T. and Modern Systems such as cloud-based services
- Being able to work under pressure, multitask efficiently and prioritise
- Good communication skills - good phone manner is a must.

- An empathic and tactful manner
- Discretion and the ability to deal with sensitive medical information
- Good passes in English and Maths GCSE/O-Level.

MSS Understands the important of its staffs and offers the following additional benefits:

- Subsidied Private Medical Insurance
- Subsidied Gym membership
- Free Parking
- Pension Scheme
- Free tea and coffee
- In house training
- Developmental appraisals and review

This is a full-time position (37.5 hours a week) Monday to Friday. 28 days' annual leave (to include Bank Holidays)