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Munro Medical Centre

Insurance/Medical Report Administrator

Full Time – 38 hours per week

We currently have a vacancy in our data department, main duties include ensuring that all Insurance and Medical report requests are actioned in a timely manner. Liaising with 3rd party organisations, using appropriate codes, ensuring completion of reports and that relevant documentation is scanned to patient records. Assisting data department with other administrative tasks.

Applicants must be able to work in a team, have sound IT knowledge, be able to work quickly and accurately and pay attention to detail and the ability to use initiative is essential.

Previous experience in a similar role would be an advantage, however, training will be provided.

Apply to Data Supervisor, Sarah Candler email: [sarah.candler@nhs.net](mailto:sarah.candler@nhs.net)

Closing date: Wednesday, 4 May 2022