

Medical and Injury Centre Limited
POSITION DESCRIPTION
Fulltime Administrator – 40 hours per week

NAME:

RESPONSIBLE TO: Practice Manager

Direct Reports: Nil

FUNCTIONAL RELATIONSHIPS WITH:

Internal - Reception and administrative staff
 Doctors
 Nurse Practitioners
 Nurses
 Healthcare Assistant
 Practice Manager

External - Patients
 Visitors
 Other medical professionals

MAIN PURPOSE OF THE JOB:

The Administrator is to provide efficient and effective administration support to the practice team.

The Administrator will be an integral part of the practice team

Key Tasks		Standards/Outcomes Expected
1	Administration Support	
	1.1 Daily Tasks	<ul style="list-style-type: none"> ○ Check ACC claim information for accuracy ○ ACC requests for information ○ Enrolments/Transfers of patient records ○ Covid-19 Claims and reconciliation
	1.2 Weekly Tasks	<ul style="list-style-type: none"> ○ Data entry into Medtech and Xero (MoH/ACC) ○ Follow up rejected ACC and MoH claims ○ Submit ACC/MoH claims and print schedules
	1.3 Monthly Tasks	<ul style="list-style-type: none"> ○ Banking/Medtech reconciliation ○ Reconciliation of accounts (Medtech/Xero ACC/MoH) ○ Accounts Receivable and Payable tasks ○ Reconcile Funding payments
	1.4 Annually	<ul style="list-style-type: none"> ○ Archive all documents from previous financial year
	1.5 Availability	Ability to provide administration cover for holidays and sickness
	1.6 As required	<ul style="list-style-type: none"> ○ Assist with employment agreements, reference checking ○ Set up staff in practice management system
2	Privacy and Security	
	2.1 Patient confidentiality	Patient confidentiality is maintained at all times. Any information or document with a patient name or readily identifiable information must be kept confidential and not be able to be seen by members of the public or other visitors.

			Compliance with the Privacy Act and Health Information Privacy Code at all times. Patient details are not to be discussed – the exception to this is where it is in relation to a particular request or task required.
	2.2	Personal security	Money should be counted away from the front desk and out of sight of patients or visitors. Be aware of security, i.e. ensure doors that are not required for patient access are locked when not in use, i.e. back doors and side entrance doors.
3		Training and Development	
	3.1	Training needs	Training needs will be assessed on a regular basis, and staff will be required to attend internal and external training seminars and courses accordingly.
	3.2	Meetings	<ul style="list-style-type: none"> ○ Attendance is expected at all staff meetings and team meetings. ○ Record minutes of staff and management meetings ○ Distribute minutes in a timely manner
4		Other	
	4.1	Other duties	The administrator will be asked from time to time, to perform other tasks in order to maintain the smooth and effective service of the practice.

Knowledge Requirements

- Knowledge and Understanding of:
 - HR
 - Office and administration procedures
- Computer literate
 - Microsoft products etc
 - Medtech 32 – desirable
 - Xero – desirable
- Highly developed communication skills, written, listening and speaking – essential
- Demonstrates good relationship building - essential
- Able to work autonomously and get on with the work – essential
- Strong attention to detail – essential
- Time Management Skills – essential

Date this document was initially agreed upon:

Next review date: