**Job Description – Assistant Practice Manager**

Job title – Assistant Practice Manager

Objective – to support the Practice Manager in the efficient management of the practice.

Reporting to – Practice Manager

Main areas of responsibility –

* Administration Office – day to day management of the administration function, providing mentorship or training where required
* Appointment system – planning and organising appointments to meet the needs of the Practice. Booking of locums as necessary, DNA reports
* GP Contract – assisting the Practice Manager in ensuring QOF and QAIF targets are met, monitoring of admin teams recall registers.
* Quarterly claims – ensuring the timely and accurate submission of claims for additional and enhanced services. Monthly review of overdue INR patients.
* Clinical data – ensuring the accurate input of clinical data from medical mail and GP consultations – specifically locums and registrars
* Redaction of medical records prior to GP review
* Computer and IT systems – assisting the Practice Manager with staff training, and the development of the clinical system including telephones, JAYEX info screens, Enlighten patient log in, redaction software, INR Star, website, eConsult, Attend Anywhere
* Attending to IT updates, repairs and any generalised hardware/software issues including PCs, printers, monitors, additional installations
* Prescribing – accurate submission of monthly drug claims; checking the timely administration and ordering of specific drugs, for example Zoladex, Depo and B12 ensuring most cost effective choices are made
* Screening services – administration of screening related services.
* Flu clinics – planning and organising the annual flu campaign to ensure the practice achieves its flu vaccination targets, sourcing of vaccine in tandem with PHW requirement.
* Meetings – attending Practice Meetings, and chairing such meetings as requested by the Practice Manager.
* Undertake other reasonable duties at the request of the Practice Manager or Partners.