

Job Description

Job Title	Administrative Assistant
Reports to	Geraldine Kelly, Consultant Ophthalmologist
Date	January 2011

Overall Purpose of Job

To provide administrative support to the running of out patient clinics and general administrative duties for tow consultants

Duties and Responsibilities

Working closely with the Consultants to:

- Provide general administrative support as well as secretarial support for consultants
- Answer the telephone in a timely manner. The goal is within three rings.
- Schedule and register patients as necessary.
- Book theatre cases and liaise with appropriate UPMC Beacon Hospital staff
- Initiate and maintains billing details for patients and enters it onto the system
- Complete typing and follow up for all patient related correspondence as necessary.
- Liaise with the admissions office of UPMC Beacon Hospital regarding admissions of patients
- Ensure that demographics details on the registration/admissions sheet and any other relevant documentation are correct
- Make the most effective and efficient use of developments in information technology for both patient care and administrative support
- Performing such duties as may be required from time to time

Person Specification

Qualifications	<ul style="list-style-type: none">• Leaving Certificate
Experience	<ul style="list-style-type: none">• Good admin skills and preferably have handled cash
Job Specific Competencies and Knowledge	<ul style="list-style-type: none">•• Administrative and secretarial skills• Good customer service skills
Personal Competencies	<ul style="list-style-type: none">• Good keyboard skills• Good interpersonal and communication skills• Flexible approach to work• Demonstrate an ability to prioritise work

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. This job description may be subject to review in light of the changing needs of the Consultants.

Job Description received by employee

Signature

Date