

Job title:	Data Quality Administrator	Reports to:	Data Quality Team Lead	Grade:	2
Organisation Unit:	Resource Optimisation	Responsible for:	No Direct Reports	Working hours:	Mon – Fri 1 FTE
Job Purpose / Job Overview					
To provide high-quality administrative support to the Data Quality team, focusing on processing patient documents, safeguarding registrations, and supporting the attainment of Quality Outcome Framework (QOF) and Enhanced Service targets.					
Key Responsibilities			Person Criteria		
Safeguarding Administration: <ul style="list-style-type: none"> Accurate processing of safeguarding data, including read coding and Paediatric Hospital DNA's. Preparing safeguarding reports and coordinating clinician participation in meetings. Handling safeguarding communications and ensuring patient record alerts are maintained. Patient Workflow Administration: <ul style="list-style-type: none"> Processing inbound data (electronic and paper) into EMIS and Docman. Filing scanned documents accurately and managing generic email accounts. Registrations Administration: <ul style="list-style-type: none"> Processing new patient registrations and managing physical record movements. Amending records and handling patient-related tasks. Performance Administration: <ul style="list-style-type: none"> Administering QOF and enhanced service recalls. 			Qualifications <ul style="list-style-type: none"> Education to at least GCSE level, including English and Maths, or equivalent. Evidenced office administration experience. Knowledge <ul style="list-style-type: none"> Knowledge of quality systems and key performance indicators Experience <ul style="list-style-type: none"> Experience of computer systems and office applications Experience of using computerised record systems Experience of working in a team Skills <ul style="list-style-type: none"> Accurate word processing skills and document presentation Excellent attention to detail Excellent interpersonal skills Excellent organisational skills Good verbal and written communication skills Computer literature Ability to work on own initiative. 		

<ul style="list-style-type: none">• Managing patient invites for screening and immunisation recalls.• Assisting in data collection and submission of claims. <p>General Duties:</p> <ul style="list-style-type: none">• Ensuring the accuracy and confidentiality of patient records.• Contributing to team effectiveness and managing workload efficiently.• Personal commitment to the values, vision, and objectives of the Partnership	
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