

## **JOB DESCRIPTION**

POST TITLE:	Access to Health Records Administrator
BAND:	Band 3
HOURS:	30 hours
LOCATION:	The Newtown Centre, Huntingdon
REPORTING TO:	Information Governance Manager
ACCOUNTABLE TO:	Patient Information & MHA Legislation Manager

## **JOB SUMMARY:**

To ensure that all Trust Access to Records requests are dealt with in a timely manner, processing them in accordance with the Trust policies and guidance, liaising with clinicians, service users and any other relevant parties, ensuring compliance with the Data Protection Act 1998 and Access to Health Records Act 1990.

To supervise the Medical Records Clerk and provide cover for their post when they are absent.

## **KEY RESPONSIBILITIES:**

1. To deal with all Access to Records requests for the Trust, processing them in accordance with the Trust policies and guidance.
2. To check all Access to Records requests to ensure that the required information has been provided using the appropriate check lists, seeking clarification from requester if necessary, and ensuring the Data Protection Act is complied with.
3. Acknowledge all Access to records requests in a timely manner.
4. To ensure that all Access to Records requests are completed within the timescales allowed, sending reminders as appropriate and reporting any breaches to the Information Governance Manager and Trust Health Records Lead.
5. To act swiftly to urgent requests such as court orders, liaising with Information Governance Manager to ensure there is no breach in confidentiality.
6. To enter and update all request details onto the Trust Access to Records database accurately and in a timely manner.
7. To photocopy, check and send out any copies using the appropriate delivery method.



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8. Raise requisition notes for all chargeable requests and send to Finance in order that invoices can be raised in accordance with Trust guidelines.
9. To supervise the Huntingdon Medical Records Clerk and to provide cover when they are absent.
10. The post holder must ensure that they keep up to date with changes to policy and legislation.
11. The post holder must be aware that all information dealt with is of a highly confidential nature and must maintain confidentiality in accordance with the Trust's policy at all times.
12. To liaise with other departments within the Trust, clinician, patients and outside agencies as required.
13. Creation and circulation of Subject Access/Health record materials in all formats
14. To be able to priorities own workload on a daily basis, to achieve required service delivery standards.
15. To have a full working knowledge of departmental/team locations within the Trust's including secure access requirements.
16. To participate in departmental meetings as required.
17. To constantly maintain all work areas in a tidy and efficient state.
18. To undertake any other duties and tasks that may be required from time to time within the department.

### **General Admin Duties:**

1. To maintain and report any faults with office equipment (PCs, fax machine, printers, photocopiers etc.)
2. To deal with telephone and personal callers efficiently and ensure that accurate messages are taken.
3. The post holder will be expected to have a flexible approach and provide cover for staff within the Patient Services Department to ensure smooth running and efficient service levels.

This job description is not exhaustive and serves only to highlight the main requirements of the post.

The post holder's performance is subject to regular review in accordance with the Trust's Appraisal System.

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To undertake mandatory training and annual refreshers to comply with Health & Safety legislations and local policies.

To comply with all policies and procedures for Cambridgeshire & Peterborough NHS Foundation Trust.

Develop own skills and knowledge and contribute to own personal development in line with the Performance Management Framework.

The post holder will be aware of both the Data Protection Act 1998 and Access to Health Records Act 1990 and comply with their provisions at all times

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check any previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

March 2013