

Health records and patient administration

Health records and patient administration staff collate, store and retrieve records used in the diagnosis and treatment of patients.

This page has information on the roles available in health records and patient administration with links to further information.

Working life

Health professionals need access to vital information at a moment's notice. This makes health records and patient administrators crucial to the delivery of healthcare. They are also responsible for promoting and supporting the effective use of data, information, knowledge and technology within their organisation.

Health records staff

Roles in health records and patient administration

Explore some of the roles in health records and patient administration:

Apprenticeships logo

- [health records assistant](#)
- [health records manager](#)
- [medical summariser](#)
- [patient administrative team leader](#)
- [waiting list co-ordinator](#)

Health records assistant

A health records assistant undertakes routine administrative work in relation to health records. The role is likely to include:

- locating, retrieving, tracking and delivering patients' health records and case notes
- maintaining patient records and case notes
- participating in audits of patient records

Health records manager

A health records manager is responsible for the overall management of a department's health records service. The role is likely to include:

- communicating and negotiating contentious issues with senior management and clinical staff
- ensuring a high-quality service
- providing advice and guidance to a range of people on all aspects of legislation relating to health records

?Medical summariser

A medical summariser summarises all medical notes and letters. This provides healthcare professionals with an accurate, easily accessible electronic summary of a patient's medical history. This could be crucial information in an emergency situation. The role is likely to involve:

- extracting information from patients' notes and entering them on to a computer programme
- displaying any significant medical problems prominently so it is obvious to any healthcare professional using the record.

Patient administrative team leader

A patient administration team leader is responsible for a small team of administration staff. This role is likely to involve:

- maintaining and developing patient administration systems, including appointment systems, referrals and record keeping
- acting as a point of contact for members of the public, clinical staff and other individuals
- assisting in training individuals to use patient information systems

Waiting list co-ordinator

A waiting list coordinator completes and maintains the accuracy of waiting lists and plans patient activity to minimise waiting times and ensure the best use of resources. This role is likely to involve:

- monitoring waiting lists and ensuring they are accurate and complete
- implementing and maintaining a system to monitor waiting times
- identifying changes in demand for particular services
- developing and monitoring plans to improve practice
- contributing to improving the quality and overall management of the waiting list
- providing weekly statistical information and reports on performance

Want to learn more?

- Find out more about the entry requirements for health records and patient administration ^[1]
- Find out more about the training and development opportunities in health records and patient administration ^[2]

- **Pay and conditions**

Most education and training jobs in the NHS are covered by [Agenda for Change](#) ^[3] (AfC ^[4]) pay scales. This pay system covers all staff except doctors, dentists and the most senior managers. ICT staff in the NHS will usually work standard hours of 37.5 per week. Terms and conditions for non-NHS employers and contractors will vary.

- **Where the role can lead**

There are opportunities to progress your career into senior management roles. Most NHS organisations will now have chief information officers who lead the delivery of knowledge management systems locally. [Find out more about the training and development opportunities](#) ^[2].

- **Job market and vacancies**

If you're applying for a role either directly in the NHS or in an organisation that provides NHS services, you'll be asked to show how you think the values of the [NHS Constitution](#) ^[5] apply in your everyday work.

[Find out more about NHS values](#) ^[6].

Most NHS organisations advertise their job and apprenticeship vacancies on [NHS Jobs](#) ^[7]. You can find some of the current vacancies below.

Find a vacancy

Enter your location or postcode

Show results within

Search

- **Waiting List & Procedures Clerk**

Preston, PR2 9HT

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Lancashire Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Waiting List & Procedures Clerk job \(opens in a new window\)](#) ^[8]

- **Band 4 Waiting List Team Leader**

Sutton Coldfield, B75 7RR

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Birmingham NHS Foundation Trust

[Apply now on NHS Jobs for Band 4 Waiting List Team Leader job \(opens in a new window\)](#) ^[9]

- **Medical Education Co-ordinator**

Cambridge Bio Medical Campus, CB2 0AY

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Royal Papworth Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Medical Education Co-ordinator job \(opens in a new window\)](#) ^[10]

- **Medical Devices Co-Ordinator**

Norwich, NR6 5DR

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Norfolk Community Health and Care NHS Trust

[Apply now on NHS Jobs for Medical Devices Co-Ordinator job \(opens in a new window\)](#) ^[11]

- **Mental Health Act Co-ordinator**

Maidstone, ME16 9PH

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Kent & Medway NHS & Social Care Partnership Trust

[Apply now on NHS Jobs for Mental Health Act Co-ordinator job \(opens in a new window\)](#) ^[12]

- **Medical Note Summariser**

Ipswich, IP4 5PB

Salary:

£12.97

Type:

Permanent

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Medical Note Summariser job \(opens in a new window\)](#)
^[13]

- **Mental Health Act Hearings Co-ordinator**

Canterbury, CT1 8BP

Salary:

£24625.00 to £25674.00

Type:

Secondment

Employer:

Kent & Medway NHS & Social Care Partnership Trust

[Apply now on NHS Jobs for Mental Health Act Hearings Co-ordinator job \(opens in a new window\)](#) ^[14]

- **Receptionist (Patient Co-ordinator/Care Co-ordinator)**

Sale, M33 4BR

Salary:

£19344.00 to £24180.00

Type:

Permanent

Employer:

Firsway Health Centre

[Apply now on NHS Jobs for Receptionist \(Patient Co-ordinator/Care Co-ordinator\) job \(opens in a new window\)](#) ^[15]

- **Medical Records Clerk**

Ashton-Under-Lyne, OL6 9RW

Salary:

£24169.00

Type:

Fixed-Term

Employer:

Tameside and Glossop Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Medical Records Clerk job \(opens in a new window\)](#)

^[16]

- **Medical Records Administrator**

Haverhill, Long Melford & Lavenham, CB9 8ND

Salary:

£23615.00

Type:

Permanent

Employer:

Suffolk GP Federation CIC

[Apply now on NHS Jobs for Medical Records Administrator job \(opens in a new window\)](#) ^[17]

- **Medical Records Administrator**

Haverhill, CB9 8LU

Salary:

£23615.00

Type:

Permanent

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Medical Records Administrator job \(opens in a new window\)](#) ^[18]

- **Health Records Adviser**

Sutton, SM2 5PT

Salary:

£29176.00 to £30225.00

Type:

Fixed-Term

Employer:

The Royal Marsden NHS Foundation Trust

[Apply now on NHS Jobs for Health Records Adviser job \(opens in a new window\)](#)

[19]

- **Patient Co-Ordinator**

Worthing, BN11 3BN

Salary:

£25000.00

Type:

Permanent

Employer:

CHEC

[Apply now on NHS Jobs for Patient Co-Ordinator job \(opens in a new window\)](#) [20]

- **Dispensary Co-ordinator**

Swindon, SN3 6BB

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Great Western Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Dispensary Co-ordinator job \(opens in a new window\)](#)

[21]

- **Care Co-Ordinator**

Rotherham, S62 6AW

Salary:

£13.58

Type:

Permanent

Employer:

Parkgate Medical Centre

[Apply now on NHS Jobs for Care Co-Ordinator job \(opens in a new window\)](#) [22]

- **Activities Co-Ordinator**

Westerhope, NE5 5HQ

Salary:

£25000.00 to £30000.00

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[23]

- **Activities Co-Ordinator**

Gateshead, NE8 1QU

Salary:

£12.60

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[24]

- **Activities Co-ordinator**

Fishcross, FK10 3GN

Salary:

£12.21

Type:

Permanent

Employer:

Aria Care

[Apply now on NHS Jobs for Activities Co-ordinator job \(opens in a new window\)](#) [25]

- **Clinical Co-ordinator**

Trustwide, CH2 1BQ

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Cheshire and Wirral Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Clinical Co-ordinator job \(opens in a new window\)](#) [26]

- **Care Co-Ordinator**

Ipswich, IP5 3SL

Salary:

Negotiable

Type:

Permanent

Employer:

Martlesham Heath Surgery

[Apply now on NHS Jobs for Care Co-Ordinator job \(opens in a new window\)](#) ^[27]

- **Safeguarding Co-ordinator**

Bedford, MK42 0NT

Salary:

Negotiable

Type:

Permanent

Employer:

Dr J Kedward and Partners

[Apply now on NHS Jobs for Safeguarding Co-ordinator job \(opens in a new window\)](#) ^[28]

- **Activity co-ordinator**

Sevenoaks, TN15 0JR

Salary:

£26442.00

Type:

Permanent

Employer:

Cygnnet Health Care

[Apply now on NHS Jobs for Activity co-ordinator job \(opens in a new window\)](#) ^[29]

- **Security Co-ordinator**

Bath, BA1 3NG

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Royal United Hospitals Bath NHS Foundation Trust

[Apply now on NHS Jobs for Security Co-ordinator job \(opens in a new window\)](#) ^[30]

- **Care Co-ordinator**

Leigh on Sea, SS9 3NG

Salary:

£14.00

Type:

Permanent

Employer:

- **Patient Co-Ordinator**

Wandsworth, SW18 4WW

Salary:

£25000.00

Type:

Permanent

Employer:

CHEC

[Apply now on NHS Jobs for Patient Co-Ordinator job \(opens in a new window\)](#) ^[32]

- **Clinic Co Ordinator**

Stafford, ST16 3SA

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

University Hospital of North Midlands NHS Trust

[Apply now on NHS Jobs for Clinic Co Ordinator job \(opens in a new window\)](#) ^[33]

- **Activities Co-Ordinator**

Rhyl, LL18 4DT

Salary:

£22000.00 to £26000.00

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

^[34]

- **Activities Co-Ordinator**

South Gosforth, NE3 1SY

Salary:

£25000.00 to £30000.00

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[35]

- **Activities Co-ordinator**

St Peter, JE3 7HQ

Salary:

£14.15

Type:

Permanent

Employer:

Aria Care

[Apply now on NHS Jobs for Activities Co-ordinator job \(opens in a new window\)](#) [36]

- **Activities Co-Ordinator**

Rhyl, LL18 4DT

Salary:

£25000.00 to £30000.00

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[37]

- **Activities Co-Ordinator**

Rhyl, LL18 4DT

Salary:

£25000.00 to £30000.00

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[37]

- **Volunteer Co-ordinator**

Sheffield, S11 9NE

Salary:

£25000.00

Type:

Permanent

Employer:

St Luke's Hospice

[Apply now on NHS Jobs for Volunteer Co-ordinator job \(opens in a new window\)](#)

[38]

- **Care Co-ordinator**

Newmarket, CB8 8XU

Salary:

£12.21

Type:

Permanent

Employer:

Wickhambrook Surgery

[Apply now on NHS Jobs for Care Co-ordinator job \(opens in a new window\)](#) [39]

- **Scheduling Co-Ordinator**

Hebburn, NE31 1AT

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

South Tyneside and Sunderland NHS Foundation Trust

[Apply now on NHS Jobs for Scheduling Co-Ordinator job \(opens in a new window\)](#)

[40]

- **Research co-ordinator**

Cambridge, CB23 6HL

Salary:

£37338.00

Type:

Fixed-Term

Employer:

Monkfield Medical Practice

[Apply now on NHS Jobs for Research co-ordinator job \(opens in a new window\)](#) [41]

- **Activities Co-Ordinator**

Fairfield, TS19 7PP

Salary:

£12.26

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[42]

- **Activities Co-Ordinator**

Austerson, CW5 8AB

Salary:

£12.26

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[43]

- **Activity co-ordinator**

Salford, M6 7WQ

Salary:

£12.60

Type:

Permanent

Employer:

Cygnnet Health Care

[Apply now on NHS Jobs for Activity co-ordinator job \(opens in a new window\)](#) [44]

- **Activities Co-Ordinator**

Cowgate, NE5 3AB

Salary:

Negotiable

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[45]

- **Activities Co-Ordinator**

Westerhope, NE5 5HQ

Salary:

£25000.00 to £30000.00

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for Activities Co-Ordinator job \(opens in a new window\)](#)

[46]

- **Activities Co-ordinator**

Swindon, SN3 3RT

Salary:

£25553.00

Type:

Permanent

Employer:

Elysium Healthcare

[Apply now on NHS Jobs for Activities Co-ordinator job \(opens in a new window\)](#) [47]

- **Admin Co-ordinator**

London, NW1 2BU

Salary:

£31944.00 to £34937.00

Type:

Fixed-Term

Employer:

University College London Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Admin Co-ordinator job \(opens in a new window\)](#) [48]

- **Activity Co Ordinator**

Havant, PO9 2JJ

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Activity Co Ordinator job \(opens in a new window\)](#) [49]

- **Health Records Adviser**

Sutton, SM2 5PT

Salary:

£29176.00 to £30225.00

Type:

Fixed-Term

Employer:

The Royal Marsden NHS Foundation Trust
[Apply now on NHS Jobs for Health Records Adviser job \(opens in a new window\)](#)
[19]

- **Care Co-Ordinator (Bank)**

London, SW15 6TQ

Salary:

£16.00

Type:

Bank

Employer:

Putneymead Group Medical Practice

[Apply now on NHS Jobs for Care Co-Ordinator \(Bank\) job \(opens in a new window\)](#)

[50]

- **Fire Safety Co-ordinator**

Bradford, BD18 3LD

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Bradford District Care NHS Foundation Trust

[Apply now on NHS Jobs for Fire Safety Co-ordinator job \(opens in a new window\)](#)

[51]

- **Speciality Booking Co-ordinator**

Wigan, WN1 2NN

Salary:

Negotiable

Type:

Permanent

Employer:

Wrightington Wigan & Leigh Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Speciality Booking Co-ordinator job \(opens in a new window\)](#) [52]

- **Clinical Services Co-ordinator**

Bodelwyddan, LL18 5UJ

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Clinical Services Co-ordinator job \(opens in a new window\)](#) ^[53]

- **PCN Care Co-ordinator**

Northampton, NN1 3DS

Salary:

£24000.00 to £28000.00

Type:

Permanent

Employer:

MMWF PCN

[Apply now on NHS Jobs for PCN Care Co-ordinator job \(opens in a new window\)](#)
^[54]

- **Youth PPI Co-ordinator**

Hove, BN3 7HZ

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

Sussex Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Youth PPI Co-ordinator job \(opens in a new window\)](#)
^[55]

- **Phlebotomist/ Care Co-ordinator**

Enfield, EN1 3LL

Salary:

£12.21 to £13.58

Type:

Permanent

Employer:

Medicus Health Partners

[Apply now on NHS Jobs for Phlebotomist/ Care Co-ordinator job \(opens in a new window\)](#) ^[56]

- **Booking Clerk Co-Ordinator**

Rhyl, LL18 5UJ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Booking Clerk Co-Ordinator job \(opens in a new window\)](#) ^[57]

- **Endoscopy Clinic Co-ordinator**

Bridgend, CF31 1RQ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Endoscopy Clinic Co-ordinator job \(opens in a new window\)](#) ^[58]

- **Patient Access Co-ordinator**

London, SE1 9RT

Salary:

£30039.00 to £31088.00

Type:

Permanent

Employer:

Guy's and St Thomas' NHS Foundation Trust

[Apply now on NHS Jobs for Patient Access Co-ordinator job \(opens in a new window\)](#) ^[59]

- **Bank Activities Co-Ordinator**

Farmoor, OX2 9NL

Salary:

£12.85

Type:

Bank

Employer:

Aria Care

[Apply now on NHS Jobs for Bank Activities Co-Ordinator job \(opens in a new window\)](#) ^[60]

- **Workflow co-ordinator / Coder**

Royston, SG8 6BX

Salary:

Negotiable

Type:

Permanent

Employer:

Orchard Surgery

[Apply now on NHS Jobs for Workflow co-ordinator / Coder job \(opens in a new window\)](#) ^[61]

- **Cancer Screening Co-Ordinator**

Oxford, OX4 7EX

Salary:

£25732.50

Type:

Fixed-Term

Employer:

The Leys GP Partnership

[Apply now on NHS Jobs for Cancer Screening Co-Ordinator job \(opens in a new window\)](#) ^[62]

- **Endoscopy Booking Co-ordinator**

Swansea, SA2 8QA

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

[Apply now on NHS Jobs for Endoscopy Booking Co-ordinator job \(opens in a new window\)](#) ^[63]

- **PCDS Clinic Co-ordinator**

Bath, BA1 2BT

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

[Apply now on NHS Jobs for PCDS Clinic Co-ordinator job \(opens in a new window\)](#) ^[64]

- **Cancer MDT Co-ordinator**

Victoria Road, Macclesfield, SK10 3BL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

East Cheshire NHS Trust

[Apply now on NHS Jobs for Cancer MDT Co-ordinator job \(opens in a new window\)](#)

[65]

- **Further information**

- [Faculty of Clinical Informatics](#) [66]
- [Institute of health records and information management](#) [67]
- [Federation for Informatics Professionals](#) [68]

Other roles that may interest you

- [Knowledge and library services](#) [69]
- [Emergency care assistant](#) [70]
- [Health records staff](#) [71]
- [Patient Transport Service PTS call handler](#) [72]

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