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 neogtiating 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 the 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 Co-Ordinator**

Sutton-in-Ashfield, NG17 4JL

Salary:
    £24625.00 to £25674.00
Type:
    Permanent
Employer:
    Sherwood Forest Hospitals NHS Foundation Trust
Apply now on NHS Jobs for Waiting List Co-Ordinator job (opens in a new window) [8]

○ **Band 3 Waiting List Co-ordinator**

Birmingham, B15 2TH

Salary:
    £24169.00 to £25674.00
Type:
    Permanent
Employer:
    University Hospitals Birmingham NHS Foundation Trust
Apply now on NHS Jobs for Band 3 Waiting List Co-ordinator job (opens in a new window) [9]

○ **Pathway Co-ordinator (Waiting list)**

Derby, DE22 3NE

Salary:
    £24625.00 to £25674.00
Type:
    Permanent
Employer:
    University Hospitals of Derby and Burton NHS Foundation Trust
Apply now on NHS Jobs for Pathway Co-ordinator (Waiting list) job (opens in a new window) [10]

○ **Locum Medical Record Summariser**

Southport, PR8 3LB

Salary:
    £12.42
Type:
    Locum
Employer:
    Ainsdale Village Surgery
Apply now on NHS Jobs for Locum Medical Record Summariser job (opens in a new window) [11]

- ## Waiting List Coordinator

  Luton, LU4 0DZ

  Salary:
  £26530.00 to £29114.00
  Type:
  Permanent
  Employer:
  Bedfordshire Hospitals NHS Foundation Trust
  Apply now on NHS Jobs for Waiting List Coordinator job (opens in a new window) [12]

- ## Medical Records Summariser / Clinical Coder

  London, E13 0AS

  Salary:
  Negotiable
  Type:
  Fixed-Term
  Employer:
  Essex Lodge Surgery
  Apply now on NHS Jobs for Medical Records Summariser / Clinical Coder job (opens in a new window) [13]

- ## Medical Records Summariser and Administrator

  Cardiff, CF14 2FD

  Salary:
  Negotiable
  Type:
  Permanent
  Employer:
  Llandaff North Medical Centre
  Apply now on NHS Jobs for Medical Records Summariser and Administrator job (opens in a new window) [14]

- ## Waiting List & Procedures Clerk

  Preston, PR2 9HT

  Salary:
  £24625.00 to £25674.00
  Type:
  Permanent
  Employer:
  Lancashire Teaching Hospitals NHS Foundation Trust

[15]

○ **Waiting List and Bookings Officer**

317 Trustwide, NE7 7DN

Salary:
    £24625.00 to £25674.00
Type:
    Permanent
Employer:
    The Newcastle upon Tyne Hospitals NHS Foundation Trust
[16]

○ **Pathway Co-ordinator (Medical Support Secretary)**

Burton on Trent, Staffordshire, DE13 0RB

Salary:
    £24625.00 to £25674.00
Type:
    Permanent
Employer:
    University Hospitals of Derby and Burton NHS Foundation Trust
[17]

○ **Surgical Waiting List Coordinator - 30 hpw**

Bradford, BD9 6RJ

Salary:
    £24625.00 to £25674.00
Type:
    Permanent
Employer:
    Bradford Teaching Hospitals NHS Foundation Trust
[18]

○ **Senior Service Manager Waiting List Support Service**

Jobswell Road, Carmarthen, SA31 3BB

Salary:
    £54550.00 to £61412.00
Type:
    Permanent

Employer:
> Hywel Dda University Health Board

Apply now on NHS Jobs for Senior Service Manager Waiting List Support Service job (opens in a new window) [19]

○ Medical Receptionist Care Co-ordinator

Keighley, BD21 2JH
Keighley, BD21 2EA

Salary:
> £12.23

Type:
> Fixed-Term

Employer:
> Ling House Medical Centre

Apply now on NHS Jobs for Medical Receptionist Care Co-ordinator job (opens in a new window) [20]

○ Medical Receptionist Care Co-ordinator

Keighley, BD21 2JH
Keighley, BD21 2EA

Salary:
> £12.23

Type:
> Permanent

Employer:
> Ling House Medical Centre

Apply now on NHS Jobs for Medical Receptionist Care Co-ordinator job (opens in a new window) [21]

○ Band 5 Medical Examiners Co-ordinator

Birmingham, B15 2TH

Salary:
> £29970.00 to £36483.00

Type:
> Fixed-Term

Employer:
> University Hospitals Birmingham NHS Foundation Trust

Apply now on NHS Jobs for Band 5 Medical Examiners Co-ordinator job (opens in a new window) [22]

○ 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) [23]

○ Sexual Health Outreach Co-Ordinator

Cambridge, CB1 3DF

Salary:

    £37338.00 to £44962.00

Type:

    Permanent

Employer:

    Cambridgeshire Community Services NHS Trust

Apply now on NHS Jobs for Sexual Health Outreach Co-Ordinator job (opens in a new window) [24]

○ Medical and Dental Workforce Rota Co-ordinator

Rotherham, S60 2UD

Salary:

    £26530.00 to £29114.00

Type:

    Permanent

Employer:

    The Rotherham NHS Foundation Trust

Apply now on NHS Jobs for Medical and Dental Workforce Rota Co-ordinator job (opens in a new window) [25]

○ LOCUM MEDICAL SUMMARISER

London, E7 0QH

Salary:

    Negotiable

Type:

    Locum

Employer:

    Woodgrange Medical Practice

Apply now on NHS Jobs for LOCUM MEDICAL SUMMARISER job (opens in a new window) [26]

○ 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) [27]

- ○ **Medical Note Summariser**

  Taunton, TA1 1JP

  Salary:
      £12.50 to £13.50
  Type:
      Bank
  Employer:
      100Fold CIC
  Apply now on NHS Jobs for Medical Note Summariser job (opens in a new window) [28]

- ○ **Medical Note Summariser**

  Minehead, TA24 5DL

  Salary:
      £12.50 to £13.50
  Type:
      Bank
  Employer:
      100Fold CIC
  Apply now on NHS Jobs for Medical Note Summariser job (opens in a new window) [29]

- ○ **Medical Note Summariser**

  Glastonbury, BA7 7EE

  Salary:
      £12.50 to £13.50
  Type:
      Bank
  Employer:
      100Fold CIC
  Apply now on NHS Jobs for Medical Note Summariser job (opens in a new window) [30]

- ○ **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) [31]

- ○ **Medical Summariser and Registration Clerk**

  London, E2 0FA

  Salary:
  > £13.50 to £14.50
  Type:
  > Permanent
  Employer:
  > Suttons Wharf Health Centre

  Apply now on NHS Jobs for Medical Summariser and Registration Clerk job (opens in a new window) [32]

- ○ **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) [33]

- ○ **Care Co-ordinator**

  Banbury, OX16 9DB

  Salary:
  > Negotiable
  Type:
  > Permanent
  Employer:
  > Hightown Surgery

  Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [34]

- ## Care Co-Ordinator

  Grimsby, DN33 2BA

  Salary:
  > £29970.00 to £44962.00

  Type:
  > Permanent

  Employer:
  > Navigo Health and Social Care CIC

  Apply now on NHS Jobs for Care Co-Ordinator job (opens in a new window) [35]

- ## Care Co-ordinator

  Peterborough, PE2 9DS

  Salary:
  > £37338.00 to £44962.00

  Type:
  > Permanent

  Employer:
  > Cambridgeshire and Peterborough NHS Foundation Trust

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

- ## Executive Co-ordinator

  SCARBOROUGH, YO12 5RE

  Salary:
  > £35000.00

  Type:
  > Permanent

  Employer:
  > Saint Catherine's Hospice

  Apply now on NHS Jobs for Executive Co-ordinator job (opens in a new window) [37]

- ## Clinic Co-ordinator

  Bristol, BS1 2LY

  Salary:
  > £24625.00 to £25674.00

  Type:
  > Permanent

  Employer:
  > University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

  Apply now on NHS Jobs for Clinic Co-ordinator job (opens in a new window) [38]

- ## Activity co-ordinator

  South West, GL1 5UA

  Salary:
  > £27851.00
  Type:
  > Permanent
  Employer:
  > Cygnet Health Care

  Apply now on NHS Jobs for Activity co-ordinator job (opens in a new window) [39]

- ## Stroke Co-ordinator

  Cwmbran, NP44 8YN

  Salary:
  > £26928.00 to £29551.00
  Type:
  > Permanent
  Employer:
  > Aneurin Bevan University Health Board

  Apply now on NHS Jobs for Stroke Co-ordinator job (opens in a new window) [40]

- ## Clinical Co-ordinator

  Crewe, CW2 7AR

  Salary:
  > £43742.00 to £50056.00
  Type:
  > Permanent
  Employer:
  > Cheshire and Wirral Partnership NHS Foundation Trust

  Apply now on NHS Jobs for Clinical Co-ordinator job (opens in a new window) [41]

- ## 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) [42]

- ## Care Co-ordinator

  Chesterfield, S43 3UZ

  Salary:
   £25382.00
  Type:
   Fixed-Term
  Employer:
   Chesterfield Royal Hospital NHS Foundation Trust
  Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [43]

- ## Care Co-Ordinator

  Bacup, OL13 9NR

  Salary:
   £12.21
  Type:
   Fixed-Term
  Employer:
   Irwell Medical Practice
  Apply now on NHS Jobs for Care Co-Ordinator job (opens in a new window) [44]

- ## Care Co-ordinator

  Ormskirk, L39 2JW

  Salary:
   £23875.00 to £23875.00
  Type:
   Permanent
  Employer:
   HCRG Care Group
  Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [45]

- ## Care Co-ordinator

  Pontefract, WF76JL
  Castleford, WF104EN

  Salary:
   £14286.00 to £15682.00
  Type:
   Permanent
  Employer:
   Conexus Healthcare CIC
  Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [46]

- ○ **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) [47]

- ○ **Appointments Co-Ordinator**

  Birkenhead, CH42 0LQ

  Salary:
  £24625.00 to £25674.00
  Type:
  Permanent
  Employer:
  Wirral University Teaching Hospitals NHS Trust
  Apply now on NHS Jobs for Appointments Co-Ordinator job (opens in a new window) [48]

- ○ **Clinical Co-ordinator**

  Wirral, CH42 0LQ

  Salary:
  £46148.00 to £52809.00
  Type:
  Permanent
  Employer:
  Cheshire and Wirral Partnership NHS Foundation Trust
  Apply now on NHS Jobs for Clinical Co-ordinator job (opens in a new window) [49]

- ○ **TAVI Co-ordinator**

  Wolverhampton, WV10 0QP

  Salary:
  £26530.00 to £29114.00
  Type:
  Fixed-Term
  Employer:
  The Royal Wolverhampton NHS Trust
  Apply now on NHS Jobs for TAVI Co-ordinator job (opens in a new window) [50]

- ## Administrative Co-ordinator

  Sunderland, SR4 7TP
  Sunderland, SR3 4AG
  South Shields, NE34 8PS
  South Shields, NE34 0PL

  Salary:
  £24625.00 to £25674.00
  Type:
  Permanent
  Employer:
  South Tyneside and Sunderland NHS Foundation Trust
  Apply now on NHS Jobs for Administrative Co-ordinator job (opens in a new window) [51]

- ## Activity Co-ordinator

  Basildon, SS16 5NL

  Salary:
  £24625.00 to £25674.00
  Type:
  Permanent
  Employer:
  Essex Partnership University NHS Foundation Trust
  Apply now on NHS Jobs for Activity Co-ordinator job (opens in a new window) [52]

- ## Rota Co-ordinator

  Plymouth, PL6 8DH

  Salary:
  £26530.00 to £29114.00
  Type:
  Fixed-Term
  Employer:
  University Hospitals Plymouth NHS Trust
  Apply now on NHS Jobs for Rota Co-ordinator job (opens in a new window) [53]

- ## Care Co-ordinator

  Tamworth, B78 1QA
  Birmingham, B46 1TH
  Tamworth, B78 2NR
  Nuneaton, CV10 9EB
  Nuneaton, CV11 4UZ

  Salary:

Negotiable
Type:
    Permanent
Employer:
    Rural Warwickshire North Primary Care Network
Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [54]

○ Transport Co-Ordinator

Scunthorpe, DN15 7BH

Salary:
    £26530.00 to £29114.00
Type:
    Permanent
Employer:
    Northern Lincolnshire and Goole NHS Foundation Trust
Apply now on NHS Jobs for Transport Co-Ordinator job (opens in a new window) [55]

○ Safeguarding Co-Ordinator

Newport, TF10 7EN
Newport, TF10 7HG
Donnington, TF2 8AE
Telford, TF5 0DU

Salary:
    £28516.80
Type:
    Permanent
Employer:
    Linden Hall Surgery
Apply now on NHS Jobs for Safeguarding Co-Ordinator job (opens in a new window) [56]

○ Care Co-ordinator

Feering, CO5 9SE

Salary:
    Negotiable
Type:
    Permanent
Employer:
    Primary Care Careers
Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [57]

○ Clinical Co-ordinator

Wirral, CH42 0LQ

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) [58]

○ Medical Records Clerk

Sutton-in-Ashfield, NG17 4JL

Salary:
     £24169.00
Type:
     Fixed-Term
Employer:
     Sherwood Forest Hospitals NHS Foundation Trust
Apply now on NHS Jobs for Medical Records Clerk job (opens in a new window) [59]

○ Medical Records Administrator

Leicester, LE5 0LE

Salary:
     £24625.00 to £25674.00
Type:
     Permanent
Employer:
     Nottinghamshire Healthcare NHS Foundation Trust
Apply now on NHS Jobs for Medical Records Administrator job (opens in a new window) [60]

○ Clinical Skills Co-ordinator

Carmarthen, SA31 3BB

Salary:
     £26928.00 to £29551.00
Type:
     Fixed-Term
Employer:
     Hywel Dda University Health Board
Apply now on NHS Jobs for Clinical Skills Co-ordinator job (opens in a new window) [61]

- ## Endoscopy Booking Co-Ordinator

  London, SE18 4QH

  Salary:
  > £24625.00 to £25674.00

  Type:
  > Permanent

  Employer:
  > Lewisham and Greenwich NHS Trust

  Apply now on NHS Jobs for Endoscopy Booking Co-Ordinator job (opens in a new window) [62]

- ## Administration Co-Ordinator (XN04)

  Leeds, LS9 7TF

  Salary:
  > £26530.00 to £29114.00

  Type:
  > Permanent

  Employer:
  > Leeds Teaching Hospitals

  Apply now on NHS Jobs for Administration Co-Ordinator (XN04) job (opens in a new window) [63]

- ## PCN Care Co-ordinator

  Nottingham, NG2 7SD

  Salary:
  > £22732.00

  Type:
  > Permanent

  Employer:
  > PartnersHealth

  Apply now on NHS Jobs for PCN Care Co-ordinator job (opens in a new window) [64]

- ## Care Co-ordinator (CPN)

  Tolworth, KT6 7QU

  Salary:
  > £42939.00 to £50697.00

  Type:
  > Permanent

  Employer:
  > South West London and St Georges Mental Health NHS Trust

Apply now on NHS Jobs for Care Co-ordinator (CPN) job (opens in a new window) [65]

- ○ **Bariatric MDT Co-ordinator**

  Sunderland, SR47TP

  Salary:
  £24625.00 to £25674.00
  Type:
  Permanent
  Employer:
  South Tyneside and Sunderland NHS Foundation Trust
  Apply now on NHS Jobs for Bariatric MDT Co-ordinator job (opens in a new window) [66]

- ○ **Administrative Co-ordinator (XN03)**

  Leeds, LS9 7TF

  Salary:
  £24625.00 to £25674.00
  Type:
  Permanent
  Employer:
  Leeds Teaching Hospitals
  Apply now on NHS Jobs for Administrative Co-ordinator (XN03) job (opens in a new window) [67]

- ## Further information

  - ○ Faculty of Clinical Informatics [68]
  - ○ Institute of health records and information management [69]
  - ○ Federation for Informatics Professionals [70]

Other roles that may interest you

- Knowledge and library services [71]
- Emergency care assistant [72]
- Health records staff [73]
- Patient Transport Service PTS call handler [74]

Links
[1] https://www.healthcareers.nhs.uk/explore-roles/health-informatics/health-records-and-patient-administration/entry-requirements-health [2] https://www.healthcareers.nhs.uk/explore-roles/health-

informatics/health-records-and-patient-administration/training-and-development [3]
https://www.healthcareers.nhs.uk/about/careers-nhs/nhs-pay-and-benefits/agenda-change-pay-rates [4]
https://www.healthcareers.nhs.uk/glossary#AfC [5]
https://www.healthcareers.nhs.uk/glossary#NHS_Constitution [6]
https://www.healthcareers.nhs.uk/about/working-health/nhs-constitution [7] http://www.jobs.nhs.uk/ [8]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9214-25-0392 [9]
https://beta.jobs.nhs.uk/candidate/jobadvert/C0020-25-0852 [10]
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https://beta.jobs.nhs.uk/candidate/jobadvert/M0038-25-0775 [32]
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https://beta.jobs.nhs.uk/candidate/jobadvert/C9408-25-0390 [49]
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https://beta.jobs.nhs.uk/candidate/jobadvert/C9155-CSAC-0425-51-2 [52]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9364-25-0497 [53]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9216-25-0561 [54]
https://beta.jobs.nhs.uk/candidate/jobadvert/W0038-25-0002 [55]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9208-25-0386 [56]
https://beta.jobs.nhs.uk/candidate/jobadvert/A3555-25-0003 [57]
https://beta.jobs.nhs.uk/candidate/jobadvert/M0038-25-0740 [58]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9373-25-0429 [59]

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https://beta.jobs.nhs.uk/candidate/jobadvert/C9186-25-0612 [61]
https://beta.jobs.nhs.uk/candidate/jobadvert/H9100-25-0596 [62]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9197-25-0496 [63]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9298-THE-0091 [64]
https://beta.jobs.nhs.uk/candidate/jobadvert/A0045-25-0036 [65]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9294-25-0257 [66]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9155-GSAC-0525-17 [67]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9298-ONC-0521 [68]
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