

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 Clerk**

Dewsbury, WF13 4HS

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

The Mid Yorkshire Teaching NHS Trust

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

- **Endoscopy Waiting list Coordinator**

Taunton, TA1 4DY

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

[Apply now on NHS Jobs for Endoscopy Waiting list Coordinator job \(opens in a new window\)](#) ^[9]

- **Care Co-ordinator / Medical Receptionist**

Grimsby, DN31 1QZ

Salary:

£12.20 to £12.60

Type:

Permanent

Employer:

Pelham Medical Group

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

- **Medical Education Co-ordinator**

Slough, SL2 4HL

Salary:

£12313.00 to £13513.00

Type:

Permanent

Employer:

Frimley Health NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[12]

- **Medical Secretary/MDT Co-ordinator**

Gateshead, NE9 6SX

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Gateshead Health NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary/MDT Co-ordinator job \(opens in a new window\)](#) ^[13]

- **Mental Health Act Co-ordinator**

Maidstone, ME16 9PH

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Kent & Medway NHS & Social Care Partnership Trust

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

- **Admin Co-ordinator - Health Visiting**

Lymington, SO41 0JD

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust
[Apply now on NHS Jobs for Admin Co-ordinator - Health Visiting job \(opens in a new window\)](#) ^[15]

- **Medical Notes Summariser**

Isleworth, TW7 4HQ

Salary:

£16.00

Type:

Locum

Employer:

Spring Grove Medical Practice

[Apply now on NHS Jobs for Medical Notes Summariser job \(opens in a new window\)](#) ^[16]

- **Band 4 Health & Safety Co-ordinator**

Birmingham, B13 8QY

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Birmingham and Solihull Mental Health NHS Foundation Trust

[Apply now on NHS Jobs for Band 4 Health & Safety Co-ordinator job \(opens in a new window\)](#) ^[17]

- **Care Co-Ordinator/Mental Health Practitioner (CMHT)**

Andover, SP10 3QX

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Care Co-Ordinator/Mental Health Practitioner \(CMHT\) job \(opens in a new window\)](#) ^[18]

- **Care Co-ordinator/Administrator (NHS Health Checks)**

Bridgwater, TA6 7AS

Salary:

Negotiable

Type:

Permanent

Employer:

Bridgwater Bay Primary Care Network

[Apply now on NHS Jobs for Care Co-ordinator/Administrator \(NHS Health Checks\) job \(opens in a new window\)](#) ^[19]

- **Co-ordinator**

Plymouth, PL4 7QD

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Livewell Southwest

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

- **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 \(opens in a new window\)](#) ^[21]

- **Activity Co-ordinator**

Clacton on Sea, CO15 1LH

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Essex Partnership University NHS Foundation Trust

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

- **Referral Co-ordinator**

Wokingham, RG41 2RE

Salary:

£26240.00 to £27928.00

Type:

Permanent
Employer:
Berkshire Healthcare Foundation Trust
[Apply now on NHS Jobs for Referral Co-ordinator job \(opens in a new window\)](#) ^[23]

- **Materials Co-Ordinator**

Leeds, LS1 3EB

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

^[24]

- **Admissions Co-ordinator**

Worthing, BN11 2DH

Salary:

£24937.00 to £30162.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

^[25]

- **Admissions Co-Ordinator**

Haywards Heath, RH16 4EX

Salary:

£24937.00 to £30162.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

^[26]

- **Service Co-ordinator**

Sheffield, S10 2SF

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **Care Co-ordinator**

Nottingham, NG2 6PS

Salary:

£24638.00

Type:

Permanent

Employer:

PartnersHealth

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

- **Care Co-Ordinator**

Ipswich, IP5 1JF

Salary:

Negotiable

Type:

Permanent

Employer:

The Birches Medical Centre

[Apply now on NHS Jobs for Care Co-Ordinator job \(opens in a new window\)](#) ^[29]

- **Activities Co-Ordinator**

Gateshead, NE9 6RL

Salary:

£12.26

Type:

Permanent

Employer:

Akari Care Limited

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

^[30]

- **Activities Co-ordinator**

Thatcham, RG19 8ET

Salary:

£25500.00

Type:

Permanent
Employer:
Elysium Healthcare
[Apply now on NHS Jobs for Activities Co-ordinator job \(opens in a new window\)](#) ^[31]

- **Patient Co-ordinator**

Leeds, LS7 4BB

Salary:

£12.21

Type:

Permanent

Employer:

Chapeltown Family Surgery

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

- **Care Co-ordinator**

Halesworth, IP19 8SG

Salary:

Negotiable

Type:

Permanent

Employer:

South Waveney Alliance Primary Care Network

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

- **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 \(opens in a new window\)](#) ^[34]

- **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 \(opens in a new window\)](#)

[35]

- **Recreational co-ordinator**

Chesterfield, S44 5BL

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Derbyshire Healthcare NHS Foundation Trust

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

[36]

- **Activity Co-ordinator**

Basildon, SS16 5NL

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Essex Partnership University NHS Foundation Trust

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

- **Activities Co-ordinator**

Chipping Campden, GL55 6DR

Salary:

£12.21

Type:

Permanent

Employer:

Aria Care

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

- **EHCP Co-ordinator**

Worcester, WR5 1JR

Bromsgrove, B61 0BB

Droitwich, WR9 8QU

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Herefordshire and Worcestershire Health and Care NHS Trust

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

- **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 \(opens in a new window\)](#) ^[40]

- **Band 5 Discharge Co-ordinator (Mental Health Practitioner) - Bristol**

Bristol, BS45BJ

Salary:

£31049.00 to £37796.00

Type:

Fixed-Term

Employer:

Avon & Wiltshire Mental Health Partnership NHS Trust

[Apply now on NHS Jobs for Band 5 Discharge Co-ordinator \(Mental Health Practitioner\) - Bristol job \(opens in a new window\)](#) ^[41]

- **Health Co-Ordinator for Families First Partnership Programme-Coventry**

Coventry, CV1 2NJ

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

NHS Coventry & Warwickshire Integrated Care Board

[Apply now on NHS Jobs for Health Co-Ordinator for Families First Partnership Programme-Coventry job \(opens in a new window\)](#) ^[42]

- **Band 5 Discharge Co-ordinator (Mental Health Practitioner) - Bristol**

Bristol, BS10 5NB

Salary:

£31049.00 to £37796.00

Type:

Fixed-Term

Employer:

Avon & Wiltshire Mental Health Partnership NHS Trust

[Apply now on NHS Jobs for Band 5 Discharge Co-ordinator \(Mental Health Practitioner\) - Bristol job \(opens in a new window\)](#) ^[43]

- **Health Records Administrator**

Scunthorpe, DN15 7BH

Salary:

£24465.00

Type:

Fixed-Term

Employer:

Northern Lincolnshire and Goole NHS Foundation Trust

[Apply now on NHS Jobs for Health Records Administrator job \(opens in a new window\)](#) ^[44]

- **Health Records Clerk**

Brighton, BN2 0DF

Salary:

£24465.00

Type:

Fixed-Term

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

[Apply now on NHS Jobs for Health Records Clerk job \(opens in a new window\)](#) ^[45]

- **Cancer MDT Co-ordinator**

Harrow, HA1 3UJ

Salary:

£32199.00 to £34876.00

Type:

Permanent

Employer:

London North West University Healthcare NHS Trust

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

^[46]

- **Therapeutic Activities Co-ordinator**

Manchester, M41 5SL

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

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

- **Therapeutic Activities Co-ordinator**

Manchester, M41 5SL

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

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

- **Patient Services Co-ordinator**

Bognor Regis, PO22 9TD

Salary:

£12.58

Type:

Permanent

Employer:

Bersted Green Surgery

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

- **PPT Senior Co-ordinator**

Colchester, CO3 4DB

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

^[49]

- **Vehicle Commissioning Co-ordinator**

Alfreton, DE55 7RG

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

East Midlands Ambulance Service NHS Trust

[Apply now on NHS Jobs for Vehicle Commissioning Co-ordinator job \(opens in a new window\)](#) ^[50]

- **Cancer Data Co-ordinator**

North Shields, NE29 8NH

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Northumbria Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Cancer Data Co-ordinator job \(opens in a new window\)](#)
^[51]

- **Undergraduate Administrator / Co-ordinator**

Wirral, CH49 5PE

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Wirral University Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Undergraduate Administrator / Co-ordinator job \(opens in a new window\)](#) ^[52]

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

Leeds, LS9 7TF

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Administrative Co-ordinator \(XN03\) job \(opens in a new window\)](#) ^[53]

- **Foundation Programme Co-ordinator**

Llanelli, SA14 8QF

Salary:

£27898.00 to £30615.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

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

- **Supply Chain Co-ordinator**

Worcester, WR5 1DD

Redditch, B987UB

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Worcestershire Acute Hospitals NHS Trust

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

- **Patient Pathway Co-ordinator**

Sutton in Ashfield, NG17 4JL

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Sherwood Forest Hospitals NHS Foundation Trust

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

- **PCN Safeguarding Co-ordinator**

Braunton, EX33 1LR

Ilfracombe, EX34 8EG

South Molton, EX36 3BZ

Salary:

£12.50 to £15.00

Type:

Permanent

Employer:

North Devon Coastal Primary Care Network

[Apply now on NHS Jobs for PCN Safeguarding Co-ordinator job \(opens in a new window\)](#) ^[57]

- **Resource Scheduling Co-Ordinator**

NEWCASTLE UPON TYNE, NE15 8NY

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

North East Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Resource Scheduling Co-Ordinator job \(opens in a new window\)](#) ^[58]

- **Patient Pathway Co-ordinator**

King's Lynn, PE30 4ET

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

The Queen Elizabeth Hospital King's Lynn NHSFT

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

- **Radiotherapy Scheduling Co-Ordinator**

Oxford, OX3 7LE

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

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

- **Patient Flow Co-ordinator**

Bristol, BS2 8HW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

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

[61]

- **Labour Ward Co-ordinator**

Ashton-under-Lyne, OL6 9RW

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Tameside and Glossop Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Labour Ward Co-ordinator job \(opens in a new window\)](#) [62]

- **Private Patient Co-Ordinator**

Rotherham, S65 2AJ

Salary:

Negotiable

Type:

Permanent

Employer:

Kinvara Private Hospital

[Apply now on NHS Jobs for Private Patient Co-Ordinator job \(opens in a new window\)](#) [63]

- **PACCT Clinic Co-ordinator**

Newport, NP20 2UB

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

- **Community Care Co-ordinator**

Bradford, BD18 3BP

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Bradford District Care NHS Foundation Trust

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

- **Health Records Administrator**

Scunthorpe, DN15 7BH

Salary:

£24465.00

Type:

Fixed-Term

Employer:

Northern Lincolnshire and Goole NHS Foundation Trust

Apply now on NHS Jobs for Health Records Administrator job (opens in a new window) [44]

- **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]

Source URL:<https://www.healthcareers.nhs.uk/explore-roles/health-informatics/roles-health-informatics/health-records-and-patient-administration>

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