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

- ○ **Urology Senior Medical Secretary / Waiting List Officer**

Stockport, SK2 7JE

Salary:
        £26530.00 to £29114.00
Type:
        Permanent
Employer:
        Stockport NHS Foundation Trust
Apply now on NHS Jobs for Urology Senior Medical Secretary / Waiting List Officer job (opens in a new window) [8]

- ○ **Waiting List Coordinator**

  Ilkeston, DE7 8LN

  Salary:
          £24625.00 to £25674.00
  Type:
          Permanent
  Employer:
          University Hospitals of Derby and Burton NHS Foundation Trust
  Apply now on NHS Jobs for Waiting List Coordinator job (opens in a new window) [9]

- ○ **Waiting List Coordinator**

  Nottingham, NG7 2UH

  Salary:
          £26530.00 to £29114.00
  Type:
          Secondment
  Employer:
          Nottingham University Hospitals NHS Trusts
  Apply now on NHS Jobs for Waiting List Coordinator job (opens in a new window) [10]

- ○ **Waiting list officer- Centralised- Fixed term**

  Oxford, OX3 9DU

  Salary:
          £26530.00 to £29114.00
  Type:
          Fixed-Term
  Employer:
          Oxford University Hospitals NHS Foundation Trust
  Apply now on NHS Jobs for Waiting list officer- Centralised- Fixed term job (opens in a new window) [11]

- ### Radiology Medical Rota Co-ordinator

  Harrow, HA1 3UJ

  Salary:
  > £34521.00 to £41956.00

  Type:
  > Permanent

  Employer:
  > London North West University Healthcare NHS Trust

  Apply now on NHS Jobs for Radiology Medical Rota Co-ordinator job (opens in a new window) [12]

- ### Peripatetic Health Centre Co-Ordinator

  Barnsley, S72 8SU

  Salary:
  > £24071.00 to £25674.00

  Type:
  > Permanent

  Employer:
  > South West Yorkshire Partnership NHS Trust

  Apply now on NHS Jobs for Peripatetic Health Centre Co-Ordinator job (opens in a new window) [13]

- ### Health & Social Care Co-ordinator

  Exmouth, EX8 2JN

  Salary:
  > £26530.00 to £29114.00

  Type:
  > Permanent

  Employer:
  > Royal Devon University Healthcare NHS Foundation Trust

  Apply now on NHS Jobs for Health & Social Care Co-ordinator job (opens in a new window) [14]

- ### 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) [15]

○ **CYP Mental Health Clinical Co-ordinator**

Macclesfield, SK11 8HE

Salary:
    £46148.00 to £52809.00
Type:
    Permanent
Employer:
    Cheshire and Wirral Partnership NHS Foundation Trust
Apply now on NHS Jobs for CYP Mental Health Clinical Co-ordinator job (opens in a new window) [16]

○ **PCN Care Co-ordinator - Health Inequalities role**

Bodmin, PL31 2JJ
Bodmin, PL31 2LB
Fowey, PL23 1DT
Lostwithiel, PL22 0EF
Par, PL24 2JL

Salary:
    Negotiable
Type:
    Fixed-Term
Employer:
    Bosvena Health
Apply now on NHS Jobs for PCN Care Co-ordinator - Health Inequalities role job (opens in a new window) [17]

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

Andover, SP10 3QX

Salary:
    £37338.00 to £44962.00
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]

○ **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)

[19]

○ **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)

[20]

○ **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)

[21]

○ **Patient Co-Ordinator**

Milton Keynes, MK11 3WL

Salary:

    £22500.00

Type:

    Permanent

Employer:

    CHEC

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

○ **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) [23]

○ Business Co-ordinator

Ashford, TN23 1NJ

Salary:
    £26530.00 to £29114.00
Type:
    Permanent
Employer:
    Kent Community Health NHS Foundation Trust
Apply now on NHS Jobs for Business Co-ordinator job (opens in a new window) [24]

○ Rota Co-ordinator

Manchester, M20 4BX

Salary:
    £26530.00 to £29114.00
Type:
    Permanent
Employer:
    The Christie NHS FT
Apply now on NHS Jobs for Rota Co-ordinator job (opens in a new window) [25]

○ Care Co-ordinator

Ashington, NE63 0NG

Salary:
    £29540.00
Type:
    Permanent
Employer:
    NHS North Of England Commissioning Support Unit
Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [26]

○ 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) [27]

- ## Admin Co-Ordinator

    Weymouth, DT4 0QE

    Salary:
        £21224.00 to £23291.00
    Type:
        Fixed-Term
    Employer:
        Dorset HealthCare University NHS Foundation Trust
    Apply now on NHS Jobs for Admin Co-Ordinator job (opens in a new window) [28]

- ## Activity Co-ordinator

    Derby, DE24 8WZ

    Salary:
        £27476.80 to £27726.40
    Type:
        Permanent
    Employer:
        Cygnet Health Care
    Apply now on NHS Jobs for Activity Co-ordinator job (opens in a new window) [29]

- ## Appointments Co-ordinator

    Coxheath, ME17 4AH

    Salary:
        £24071.00 to £25674.00
    Type:
        Permanent
    Employer:
        Kent Community Health NHS Foundation Trust
    Apply now on NHS Jobs for Appointments Co-ordinator job (opens in a new window) [30]

- ## 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) [31]

○ **Rota Co-Ordinator**

Hereford, HR1 1BB

Salary:
    £12.21 to £12.60
Type:
    Permanent
Employer:
    Hereford Medical Group
Apply now on NHS Jobs for Rota Co-Ordinator job (opens in a new window) [32]

○ **Project Co-ordinator**

Exeter, EX24QD

Salary:
    £37338.00 to £44962.00
Type:
    Fixed-Term
Employer:
    Royal Devon University Healthcare NHS Foundation Trust
Apply now on NHS Jobs for Project Co-ordinator job (opens in a new window) [33]

○ **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) [34]

○ **Administrator Co-ordinator**

London, NW1 2BU

Salary:
    £31944.00 to £34937.00
Type:

Permanent

Employer:

University College London Hospitals NHS Foundation Trust

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

○ **Activity co-ordinator**

Yorkshire and Humber, HD1 4EZ

Salary:

£26208.00 to £26208.00

Type:

Permanent

Employer:

Cygnet Health Care

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

○ **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) [37]

○ **QOF Co-ordinator**

Bedfordshire, MK45 1DW

Salary:

Negotiable

Type:

Permanent

Employer:

Flitwick Surgery

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

○ **Bank Co-ordinator**

Warwick, CV34 5BW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:
South Warwickshire University NHS Foundation Trust
Apply now on NHS Jobs for Bank Co-ordinator job (opens in a new window) [39]

- ○ **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) [40]

- ○ **Patient Co-Ordinator**

Wirral, CH60 7SG
Wirral, CH49 7LP

Salary:
£23492.04
Type:
Permanent
Employer:
Myrtle Group
Apply now on NHS Jobs for Patient Co-Ordinator job (opens in a new window) [41]

- ○ **Discharge Co-ordinator**

Bristol, BS16 7FH

Salary:
£24815.00
Type:
Permanent
Employer:
Practice Plus Group
Apply now on NHS Jobs for Discharge Co-ordinator job (opens in a new window)
[42]

- ○ **Care Co-ordinator**

Scarborough, YO11 3YJ
Scarborough, YO12 6UB

Salary:
Negotiable
Type:

Permanent
Employer:
    Scarborough Medical Group
Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [43]

○ Patient Co-Ordinator

Canterbury, CT1 1BN

Salary:
    £23500.00
Type:
    Permanent
Employer:
    CHEC
Apply now on NHS Jobs for Patient Co-Ordinator job (opens in a new window) [44]

○ Haematology Co-ordinator

Leeds, LS9 7TF

Salary:
    £26530.00 to £29114.00
Type:
    Permanent
Employer:
    Nova Healthcare
Apply now on NHS Jobs for Haematology Co-ordinator job (opens in a new window) [45]

○ Audiology Co-ordinator

Wakefield, WF1 4DG

Salary:
    £24071.00 to £25674.00
Type:
    Permanent
Employer:
    The Mid Yorkshire Teaching NHS Trust
Apply now on NHS Jobs for Audiology Co-ordinator job (opens in a new window) [46]

○ Activity co-ordinator

South West, BS22 9UZ

Salary:
    £26110.00
Type:

Permanent

Employer:

Cygnet Health Care

Apply now on NHS Jobs for Activity co-ordinator job (opens in a new window) [47]

○ **AMD Co-Ordinator**

Abergele, LL22 8DP

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

Apply now on NHS Jobs for AMD Co-Ordinator job (opens in a new window) [48]

○ **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) [49]

○ **Casual Health Records Clerk**

Carlisle, CA6 4SN

Salary:

£24169.00

Type:

Bank

Employer:

North Cumbria Integrated Care NHS Foundation Trust

Apply now on NHS Jobs for Casual Health Records Clerk job (opens in a new window) [50]

○ **Medical Secretary/ Summariser & Coder**

Sheffield, S26 4WD

Salary:

£12.21 to £12.55

Type:

Permanent

Employer:

SWALLOWNEST HEALTH CENTRE

Apply now on NHS Jobs for Medical Secretary/ Summariser & Coder job (opens in a new window) [51]

○ **PCN Care Co-ordinator**

Chorley, PR7 2DH

Salary:

£13.50

Type:

Permanent

Employer:

Regent House Surgery

Apply now on NHS Jobs for PCN Care Co-ordinator job (opens in a new window) [52]

○ **Care Co-ordinator/Administrator**

Liverpool, L11 2YA

Salary:

£13.58

Type:

Permanent

Employer:

ELLERGREEN MEDICAL CENTRE

Apply now on NHS Jobs for Care Co-ordinator/Administrator job (opens in a new window) [53]

○ **Therapies Hub Co-ordinator**

Newtown, SY16 2DW

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Powys Teaching Health Board

Apply now on NHS Jobs for Therapies Hub Co-ordinator job (opens in a new window) [54]

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

Leeds, LS9 7TF

Salary:

£24071.00 to £25674.00
Type:
　　　Fixed-Term
Employer:
　　　Leeds Teaching Hospitals
Apply now on NHS Jobs for Administrative Co-ordinator (XN03) job (opens in a new window) [55]

○ **Patient Pathway Co-ordinator**

Milton Keynes, MK10 9FH

Salary:
　　　£26530.00 to £29114.00
Type:
　　　Permanent
Employer:
　　　Milton Keynes University Hospital NHS Foundation Trust
Apply now on NHS Jobs for Patient Pathway Co-ordinator job (opens in a new window) [56]

○ **Patient Services Co-Ordinator**

Crawley, RH10 9PE

Salary:
　　　£23800.00
Type:
　　　Permanent
Employer:
　　　Medical Imaging Partnership Ltd
Apply now on NHS Jobs for Patient Services Co-Ordinator job (opens in a new window) [57]

○ **MDT Co-ordinator (XN04)**

Leeds, LS1 3EX

Salary:
　　　£26530.00 to £29114.00
Type:
　　　Fixed-Term
Employer:
　　　Leeds Teaching Hospitals
Apply now on NHS Jobs for MDT Co-ordinator (XN04) job (opens in a new window) [58]

○ **Cancer Care Co-ordinator**

Wakefield, WF1 4DG

Salary:
  £26530.00 to £29114.00
Type:
  Permanent
Employer:
  The Mid Yorkshire Teaching NHS Trust
Apply now on NHS Jobs for Cancer Care Co-ordinator job (opens in a new window) [59]

○ **Medicine Rota Co-Ordinator**

Prescot, L35 5DR

Salary:
  £26530.00 to £29114.00
Type:
  Permanent
Employer:
  Mersey and West Lancashire Teaching Hospitals NHS Trust
Apply now on NHS Jobs for Medicine Rota Co-Ordinator job (opens in a new window) [60]

○ **Labour Ward Co-ordinator**

Crewe, CW1 4QJ

Salary:
  £46148.00 to £52809.00
Type:
  Permanent
Employer:
  Mid Cheshire Hospitals NHS Foundation Trust
Apply now on NHS Jobs for Labour Ward Co-ordinator job (opens in a new window) [61]

○ **Claims & Inquest Co-ordinator**

Bradford, BD9 6RJ

Salary:
  £37338.00 to £44962.00
Type:
  Permanent
Employer:
  Bradford Teaching Hospitals NHS Foundation Trust
Apply now on NHS Jobs for Claims & Inquest Co-ordinator job (opens in a new window) [62]

- ### Administration Team Co-ordinator

  Bradford, BD9 6DA

  Salary:
  £26530.00 to £29114.00
  Type:
  Permanent
  Employer:
  Bradford Teaching Hospitals NHS Foundation Trust
  Apply now on NHS Jobs for Administration Team Co-ordinator job (opens in a new window) [63]

- ### Governance Data Co-ordinator

  Pontyclun, CF72 9WB

  Salary:
  £26928.00 to £29551.00
  Type:
  Secondment
  Employer:
  Welsh Blood Service
  Apply now on NHS Jobs for Governance Data Co-ordinator job (opens in a new window) [64]

- ### CRF Storeroom Co-ordinator

  Manchester, M20 4BX

  Salary:
  £24625.00 to £25674.00
  Type:
  Permanent
  Employer:
  The Christie NHS FT
  Apply now on NHS Jobs for CRF Storeroom Co-ordinator job (opens in a new window) [65]

- ### D2A Hub Co-ordinator

  Taunton, TA1 4DY

  Salary:
  £26530.00 to £29114.00
  Type:
  Permanent
  Employer:
  Somerset NHS Foundation Trust

Apply now on NHS Jobs for D2A Hub Co-ordinator job (opens in a new window) [66]

- ○ **Neonatal Data Co-Ordinator**

  Guildford, GU2 7XX

  Salary:
  > £27857.00 to £30570.00
  Type:
  > Permanent
  Employer:
  > Royal Surrey NHS Foundation Trust
  Apply now on NHS Jobs for Neonatal Data Co-Ordinator 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

- Emergency care assistant [71]
- Clinical informatics [72]
- Health records staff [73]
- Audiology [74]

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