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

- - **Medical Records Co-ordinator**

Weston-super-mare, BS22 7YZ

Salary:
    £24246.00 to £24715.00
Type:
    Permanent
Employer:
    Mendip Vale Medical Group
Apply now on NHS Jobs for Medical Records Co-ordinator job (opens in a new window) [8]

○ 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) [9]

○ Colposcopy / Waiting List Clinic Coordinator

Carmarthen, SA31 2AF

Salary:
    £24433.00 to £26060.00
Type:
    Permanent
Employer:
    Hywel Dda University Health Board
Apply now on NHS Jobs for Colposcopy / Waiting List Clinic Coordinator job (opens in a new window) [10]

○ Medical Summariser

London, W12 0HS
London, W6 8RF

Salary:
    £27008.00
Type:
    Permanent
Employer:
    LCW UCC
Apply now on NHS Jobs for Medical Summariser job (opens in a new window) [11]

○ **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) [12]

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

Gateshead, NE9 6SX

Salary:
  £24625.00 to £25674.00
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:
  £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) [14]

○ **Medical Note Summariser**

Ipswich, IP4 5PB

Salary:
  £12.97
Type:
  Permanent
Employer:
  Primary Care Careers

[15]

○ **Care Co-ordinator - Homeless Mental Health**

London, SE11 5DL

Salary:
    £42471.00 to £50364.00
Type:
    Permanent
Employer:
    South London and Maudsley NHS Foundation Trust
[16]

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

Sale, M33 4BR

Salary:
    £19344.00 to £24180.00
Type:
    Permanent
Employer:
    Firsway Health Centre
[17]

○ **Medical Records Clerk**

Milton Keynes, MK6 5LD

Salary:
    £24169.00
Type:
    Fixed-Term
Employer:
    Milton Keynes University Hospital NHS Foundation Trust
[18]

○ **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)
[19]

○ **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) [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]

○ **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)
[22]

○ **Bank Co-ordinator**

Warwick, CV34 5BW

Salary:
　　　£24937.00 to £26598.00
Type:

Permanent
Employer:
South Warwickshire University NHS Foundation Trust
Apply now on NHS Jobs for Bank Co-ordinator job (opens in a new window) [23]

○ **Care Co-ordinator**

Bristol, BS16 5FJ

Salary:
Negotiable
Type:
Permanent
Employer:
Downend Health Group
Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [24]

○ **Undergraduate Co-ordinator**

Carmarthen, SA31 2AF

Salary:
£26928.00 to £29551.00
Type:
Permanent
Employer:
Hywel Dda University Health Board
Apply now on NHS Jobs for Undergraduate Co-ordinator job (opens in a new window) [25]

○ **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) [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]

○ 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]

○ Activity Co-ordinator

Ashtion Under Lyne, OL6 9RW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Pennine Care NHS FT

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

○ 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) [29]

○ Activity co-ordinator

Sevenoaks, TN15 0JR

Salary:

£26442.00

Type:

Permanent

Employer:

Cygnet Health Care

Apply now on NHS Jobs for Activity co-ordinator job (opens in a new window) [30]

○ **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) [31]

○ **Care Co-ordinator**

Leigh on Sea, SS9 3NG

Salary:
    £14.00
Type:
    Permanent
Employer:
    Primary Care Careers
Apply now on NHS Jobs for Care Co-ordinator job (opens in a new window) [32]

○ **Activity Co-ordinator**

Colchester, CO4 5JL

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) [33]

○ **Patient Co-ordinator**

Ystradgynlais, SA9 1DS
Swansea, SA9 2LX
Abercrave, SA9 1TJ

Salary:
    Negotiable
Type:
    Fixed-Term
Employer:

Ystradgynlais Group Practice

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

- ## Discharge Co-Ordinator

  Nottingham, NG7 2UH

  Salary:
  £24625.00 to £25674.00
  Type:
  Fixed-Term
  Employer:
  Nottingham University Hospitals NHS Trusts
  Apply now on NHS Jobs for Discharge Co-Ordinator job (opens in a new window)
  [35]

- ## 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)
  [36]

- ## 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)
  [37]

- ## Foundation Co-Ordinator

  Sunderland, SR4 7TP

  Salary:
  £26530.00 to £29114.00
  Type:
  Fixed-Term

Employer:

South Tyneside and Sunderland NHS Foundation Trust

Apply now on NHS Jobs for Foundation Co-Ordinator job (opens in a new window)

[38]

○ **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) [39]

○ **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)

[40]

○ **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)

[41]

○ **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) [42]

○ 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) [43]

○ 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) [44]

○ 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) [45]

○ Admin Co-ordinator

London, W1G 8PH

Salary:
£31944.00 to £34937.00

Type:
   Permanent
Employer:
   University College London Hospitals NHS Foundation Trust
Apply now on NHS Jobs for Admin Co-ordinator job (opens in a new window) [46]

○ **Activity co-ordinator**

Salford, M6 7WQ

Salary:
   £12.60
Type:
   Permanent
Employer:
   Cygnet Health Care
Apply now on NHS Jobs for Activity co-ordinator job (opens in a new window) [47]

○ **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) [48]

○ **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) [49]

○ **Activities Co-Ordinator**

Gateshead, NE9 6RL

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)

[50]

○ **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) [51]

○ **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) [52]

○ **Activities Co-ordinator**

Nr Pontypool, NP4 0AH

Salary:

    £25936.00

Type:

    Permanent

Employer:

    Elysium Healthcare

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

○ **Admin Co Ordinator**

Toruquay, TQ2 7AA

Salary:

    £24071.00 to £25674.00

Type:

Permanent

Employer:

Torbay and South Devon NHS Foundation Trust

Apply now on NHS Jobs for Admin Co Ordinator job (opens in a new window) [54]

○ **Project Co-Ordinator**

Birmingham, B9 4EY

Salary:

Negotiable

Type:

Permanent

Employer:

Badger Group

Apply now on NHS Jobs for Project Co-Ordinator job (opens in a new window) [55]

○ **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) [56]

○ **Care Co-Ordinator**

Doncaster, DN8 4BQ

Salary:

Negotiable

Type:

Permanent

Employer:

Connect Healthcare Rotherham CIC

Apply now on NHS Jobs for Care Co-Ordinator job (opens in a new window) [57]

○ **Health Records Logistic Operative**

Warwick, CV34 5BW

Salary:

£24168.00

Type:

Permanent

Employer:

SWFT Clinical Services Ltd
Apply now on NHS Jobs for Health Records Logistic Operative job (opens in a new window) [58]

○ Health Records Logistic Operative

Warwick, CV34 5BW

Salary:
    £24168.00
Type:
    Permanent
Employer:
    SWFT Clinical Services Ltd
Apply now on NHS Jobs for Health Records Logistic Operative job (opens in a new window) [59]

○ 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) [60]

○ Quality & Governance Co-ordinator

Coventry, CV2 2DX

Salary:
    £26530.00 to £29114.00
Type:
    Permanent
Employer:
    University Hospitals Coventry and Warwickshire NHS Trust
Apply now on NHS Jobs for Quality & Governance Co-ordinator job (opens in a new window) [61]

○ PACCT Clinic Co-ordinator

Newport, NP20 2UB

Salary:
    £24433.00 to £26060.00
Type:

Secondment

Employer:
    Aneurin Bevan University Health Board
Apply now on NHS Jobs for PACCT Clinic Co-ordinator job (opens in a new window) [62]

○ **Labour Ward Co-Ordinator**

Brighton, BN2 5BE

Salary:
    £46148.00 to £52809.00
Type:
    Permanent
Employer:
    University Hospitals Sussex NHS Foundation Trust (279)
Apply now on NHS Jobs for Labour Ward Co-Ordinator job (opens in a new window) [63]

○ **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) [64]

○ **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) [65]

○ **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)
[66]

- ## Further information

  - Faculty of Clinical Informatics [67]
  - Institute of health records and information management [68]
  - Federation for Informatics Professionals [69]

Other roles that may interest you

- Knowledge and library services [70]
- Emergency care assistant [71]
- Health records staff [72]
- Patient Transport Service PTS call handler [73]

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/A0219-25-0028 [9] https://beta.jobs.nhs.uk/candidate/jobadvert/C9438-25-0307 [10] https://beta.jobs.nhs.uk/candidate/jobadvert/H9100-25-0826 [11] https://beta.jobs.nhs.uk/candidate/jobadvert/B0441-25-0028 [12] https://beta.jobs.nhs.uk/candidate/jobadvert/C9175-25-0238 [13] https://beta.jobs.nhs.uk/candidate/jobadvert/C9297-25-0191 [14] https://beta.jobs.nhs.uk/candidate/jobadvert/C9380-25-0513 [15] https://beta.jobs.nhs.uk/candidate/jobadvert/M0038-25-0775 [16] https://beta.jobs.nhs.uk/candidate/jobadvert/C9334-25-0624 [17] https://beta.jobs.nhs.uk/candidate/jobadvert/A4086-25-0009 [18] https://beta.jobs.nhs.uk/candidate/jobadvert/C9430-25-0427 [19] https://beta.jobs.nhs.uk/candidate/jobadvert/C9249-25-0275 [20] https://beta.jobs.nhs.uk/candidate/jobadvert/A2756-25-0000 [21] https://beta.jobs.nhs.uk/candidate/jobadvert/W0033-25-0508 [22] https://beta.jobs.nhs.uk/candidate/jobadvert/W0033-25-0383 [23] https://beta.jobs.nhs.uk/candidate/jobadvert/C9203-25-0377 [24] https://beta.jobs.nhs.uk/candidate/jobadvert/A4258-25-0007 [25] https://beta.jobs.nhs.uk/candidate/jobadvert/H9100-25-0825 [26]

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