

Appointments Coordinator, Band 3

West Hertfordshire Hospitals would love to hear from you!

NHS Professionals run the temporary work placements at West Hertfordshire Hospitals and we are looking for an **Appointments Coordinator** to start ASAP!

Location: Hemel Hempstead Hospital

Department: Gastroenterology

Band: 3

What will your duties and responsibilities be?

- Provide administrative support and coordinate nurse led telephone assessment clinics
- Update patient information on the systems
- Book virtual clinic appointments and record attendance and disposal
- Basic audio typing on prepared letter templates for patient / GP results.
- Support the monthly team meetings by taking minutes and circulate.
- Ensure appropriate messages are communicated to the relevant staff in a timely and accurate way. This includes checking voicemail messages.
- Organise team meetings, arrange venues, dates and times, and issue meeting invites.

We are the largest recruit of bank staff to the NHS. In return for your hard work we are offering the following perks:

- 1st choice of over 4,200 placements – your dedicated consultant can book your placements today.
- Work this week, get paid next - Get paid the following Friday when you release your timesheets by 23:59 on Wednesday.
- Get paid to take holiday! - Holiday is accrued during every shift you work.
- Statutory maternity/paternity (subject to qualifying criteria)
- Access to our very own pension scheme called 'NHSP Stakeholder pension' for eligible members
- Free training and development opportunities

...and we are part of the NHS family!

We value your skills and experience and can provide you with a fantastic opportunity to work within the NHS and deliver a great experience for patients.

Where can you find out more?

Contact the admin and clerical team on 03330 144354 or email a&c@nhsprofessionals.nhs.uk