

## CLERICAL ACTIVATES – TASKS INVENTORY [KINGFISHER GP MANAGEMENT]

<b>TICK the duties or tasks YOU undertake now or have undertaken in the past</b>			
Receiving People [reception]	<input type="checkbox"/>	Process Payroll / Wages	<input type="checkbox"/>
Handling 'complaints'	<input type="checkbox"/>	Handling 'aggressive' people'	<input type="checkbox"/>
Registering Patients [gp surgery]	<input type="checkbox"/>	Answering a Switchboard	<input type="checkbox"/>
Answering Telephone	<input type="checkbox"/>	Taking dictation [shorthand]	<input type="checkbox"/>
[Copy] Typing	<input type="checkbox"/>	[Audio] Typing	<input type="checkbox"/>
Using a Photocopier	<input type="checkbox"/>	Following Up Hospital Referrals	<input type="checkbox"/>
Using a Fax machine	<input type="checkbox"/>	Receiving Petty Cash	<input type="checkbox"/>
Using a Scanner [copying clinical letters]	<input type="checkbox"/>	Preparing Repeat Prescriptions	<input type="checkbox"/>
Taking & Recording Verbal Messages	<input type="checkbox"/>	Distributing work	<input type="checkbox"/>
Using 'Word' [word processor]	<input type="checkbox"/>	Using 'Excel' [spreadsheet]	<input type="checkbox"/>
Extracting files [Records]	<input type="checkbox"/>	Issuing Invoices	<input type="checkbox"/>
Filing [clinical letters] Chronologically	<input type="checkbox"/>	Keeping 'manual' Books [accounts]	<input type="checkbox"/>
Arranging Hospital Appointments	<input type="checkbox"/>	Keeping Stationery Stock	<input type="checkbox"/>
Filing Records [alphabetically & chronologically]	<input type="checkbox"/>	Ordering stationery Supplies	<input type="checkbox"/>
Making Appointments at the surgery	<input type="checkbox"/>	Post Opening	<input type="checkbox"/>
Recording Home visit requests	<input type="checkbox"/>	Dispatching Post	<input type="checkbox"/>
Changing Computer Back up tapes	<input type="checkbox"/>	Maintaining Postage Stamp supplies	<input type="checkbox"/>
Using a Shredder	<input type="checkbox"/>	Completing NHS [IOS] claim forms	<input type="checkbox"/>
Starting up a Computer	<input type="checkbox"/>	Loading Printer Paper	<input type="checkbox"/>
Changing a Printer Cartridge	<input type="checkbox"/>	Loading computer software	<input type="checkbox"/>
Recording Computer Data	<input type="checkbox"/>	Working in a Team	<input type="checkbox"/>
Switching off a computer	<input type="checkbox"/>	Supervising staff	<input type="checkbox"/>