

Job Description - Occupational Health Intern

Job Information	
Job Title	Occupational Health Intern/Administrator
Department and Team	Occupational Health Team
Location	111 Westminster Bridge Road, London SE1 7HR
Working Hours	9am-5pm (3 days per week)

Position in the Organisation	
Accountable to	OH Co-ordinator
Works in conjunction with	All Staff

Overall Purpose of the Job

To provide administrative support to the Occupational Health Co-ordinator and the rest of the OH team and ensure the effective running of InterHealth's Occupational Health Services by providing full support to both clinical and support staff and client organisations.

What we do

InterHealth provides whole person healthcare to individuals and organisations involved in service throughout the world.

Why we do it

InterHealth is motivated by Christian beliefs and values and by humanitarian ideals to provide compassionate and professional care without discrimination.

How we do it

We fulfill our mission by:

- Providing specialist travel and occupational health services based on evidence and good practice.
- Partnering with organisations and individuals and responding to their needs in order to maximise their well being and effectiveness.
- Promoting good healthcare practice within organisations and for individuals.

- Pursuing creative and innovative approaches to whole person healthcare.

Summary of main responsibilities

1. Assist with the co-ordination and administration of Occupational Health Services

- Receive and process new referral and pre-employment screening forms
- Check that forms have been completed correctly and enter data on to Crosscare
- Arrange appointments for face-to-face and telephone consultations, including arranging outsourced consultations for cases requiring face-to-face consultations outside central London
- Send out clearance emails to client agencies
- When appropriate, obtain further information from GP, hospital specialist or individual themselves by email, telephone or letter.
- Monitor receipt of GP/specialist reports and chase when necessary.
- Create invoices for all occupational health cases using Crosscare
- Liaise with client agencies and employees as the first point of contact to answer specific queries
- Communicate at regular intervals to ensure that those receiving Occupational Health services are aware of what stage a particular case has reached without breaching and individual clients confidentiality
- Attend meeting with the Occupational Health Team taking minutes when required.
- Establish good relationships with key contacts at subscriber agencies to strengthen Interhealth's partnership with them

2. Other duties

- Other tasks appropriate to the post, which may be allocated from time to time after prior discussion

Committed to the health and wellbeing of those making the world a better, fairer and healthier place.

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