

A Day in the Life of.....



Meet Andrea Sinclair
Health Records Clerk

My job is to prepare health records for clinic and cover clinic reception.

Each week, I prepare around 75 sets of health records for clinics. This involves locating them, ensuring they have referral letters, checking the patient details are up to date and printing labels etc ready for clinic.

Every morning I manage the reception for children's outpatients. With 13 years experience, I've worked in this area since it opened and I love it. There are usually 4/5 Consultants plus a variety of other clinicians so we often see around 100 patients per clinic. I enjoy decorating the reception through the seasons and providing word searches and colouring for the children to make it a better experience for them and their families.

The best thing about working here? It's nice to be recognised by patients, it's great to help them out and it's always nice to be thanked for it.