

Medical Records Pagination Nurse (Permanent and Freelance) – Job Description.

Joining Tula Medical Experts offers a great opportunity to utilise skills and knowledge learnt in your career, work alongside and within a professional team of clinicians.

We would be thrilled to hear from candidates who are looking to play a vital role in our commitment to growth, development and providing our clients with an excellent service they expect.

As part of our continued growth, we are looking to attract nurse / clinical applicants and further expand our Pagination Team.

Within the clinical negligence, serious personal injury legal industry, it is recognised that experienced, nurses and healthcare professionals can add significant value to the preparation of medical records – for both solicitors and experts.

At Tula Medical Experts, we pride ourselves on providing a highly regarded medical record collation and analysis service for many law firms nationwide. Tula are in the unique position to be clinician led, providing a complete inhouse service to our clients. Our medical knowledge and eye for detail is paramount.

We are a small company, providing a personal approach and are growing. We are looking for experienced digital paginators, chronologers with a medical, nursing background who wish to add to our very experienced team at a time of exciting growth.

Tula offer a full induction programme and are committed to supporting your continuous professional development. We work as a team with excellent support and communication at our core. This role will allow you to draw on your extensive clinical knowledge and experience. If you can demonstrate being organised, logical, analytical, with a keen eye for detail, and have excellent communication and IT skills, we would love to hear from you. We work flexibly and embrace remote working.

Skills:

- Have 5 + years nursing, healthcare experience working within a ward, hospital setting or other health service provider.
- Have previous experience completing chronologies.
- Be methodical and pay exceptional attention to detail.
- Be able to work logically, methodically, and efficiently.
- Have excellent written grammar and communication skills.
- Be IT literate and experienced in using Adobe or another digital sorting tool.

- Be able to work within a team and independently.
- Be organised and able to work to a deadline

Responsibilities:

- Sorting digital medical records from various sources, including GPs and Hospital Trusts, into chronological order and within approved sections.
- Preparing and typing indexes.
- Preparing and typing detailed medical chronologies .
- Preparing and typing detailed file notes, highlighting missing/illegible records and the salient issues of a claim – showing an understanding of breach and causation.
- Work using Tula guidelines and company templates.
- Providing support to clients and colleagues as required.
- Preparing case viability chronologies/summaries to support the expert team.

Benefits:

- Ideally we are looking for a full-time commitment of 37.5 hours pw but will consider part-time on 21.5 hours + hours per week.
- Opportunity for on-site, hybrid working or remote working will be considered on an employed or sub-contractor basis.
- Competitive salary.
- 21 days annual leave plus bank holidays (if employed and pro-rated if part-time).
- Contributory pension scheme if required.
- On-site parking.
- No weekends/night shifts.
- Flexibility to choose hours with team leader approval and notification

