Hannah Price

Secretary and audio typist

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Profile

Secretary with four years in a solicitors' practice and two years on reception at a GP surgery. Types letters and reports from audio dictation at about 70 words a minute, runs the diaries of three partners and handles confidential files every day. Holds the AMSPAR Certificate in Medical Terminology. Looking for a medical secretary post in an NHS outpatient department.

Employment

Legal Secretary | Harcourt and Lowe Solicitors, Leicester | March 2022–present

- Type letters, reports and court documents from audio dictation for three partners, about 30 a day, and check each against the file before it goes out.
- Run the partners' diaries: book client meetings and rooms, record court dates and send each client a reminder the day before.
- Open, update and close client files on the case management system, keeping every file confidential.
- Answer calls and emails from clients, courts and other firms, and take clear messages when a partner is out.
- Raise invoices for finished cases and chase any still unpaid after 30 days.

Receptionist | Bramblewood Medical Practice, Leicester | January 2020–February 2022

- Booked appointments and answered patients' questions at the desk and on the phone, passing urgent calls to the duty doctor.
- Scanned hospital letters and test results into patient records and sent each to the right GP.
- Packed samples for the daily laboratory collection and logged every one sent.

Qualifications

- Certificate in Medical Terminology, AMSPAR (2025)
- Level 2 Certificate in Medical Administration, AMSPAR (2021)
- GCSEs including English Language 6 and Mathematics 5

Skills

- Audio typing at about 70 words a minute
- Microsoft Word, Outlook and Excel; case management and patient record systems
- Medical terminology
- Diary management for several people at once
- Calm, clear calls with worried clients and patients

Additional information

Data protection and confidentiality training at both employers, most recently in 2026. Available full time, Monday to Friday.