

**flexible and bespoke
business support**
for your private practice

We are experts in providing flexible support services for healthcare professionals.

We believe that with the right professional team to support you, your possibilities are endless.

That is why Designated Medical offers flexible, experienced support for all your private practice needs. Our integrated approach allows our carefully selected team members to embed into your practice, allowing you to concentrate on delivering exceptional service and care for your patients.

Our experts offer support across Medical PA, Marketing, Accountancy, HR, and Recruitment and can work to suit your requirements – flexibly, remotely, as and when we are needed.

Our Medical PA Services start from £360 per month (plus VAT).



The Designated Medical team have earned my trust completely. They rose to the challenge and ensured I had a functioning practice in a very short space of time. My Designated Medical PA is an essential part of my team, she ensures my patients receive the best experience and wouldn't be without her.

Stuart James, Consultant Plastic and Reconstructive Surgeon



JANE BRAITHWAITE

founder and
managing director
designated medical

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A private practice needs to be managed professionally with great attention to detail. Patients need to be cared for by your Medical PA and other admin staff with the same respect and courtesy shown by the doctor.

Your whole team creates the culture and reputation for your practice, whether this is ‘front of house’, the content produced by the marketing team or the accuracy of the invoicing your patient receives.

Our team becomes your team



About Us

The team at Designated Medical knows the private healthcare sector well and understands your needs and the challenges you face.

We recruit the **best team**, to ensure you have the best people on **your team**. Our Founder and Managing Director, Jane Braithwaite has a unique perspective having managed a successful private practice in Wimpole Street for many years.

The knowledge and experience she gained allowed her to recognise that doctors need a bespoke approach to their support services and Designated Medical was born.

Your Medical PA

Every Medical PA within the Designated team is an experienced secretary, supported by a training manager and administration team who are able to proactively manage your practice on your behalf.

Your Designated Medical PA will support you and your patients and develop and manage your private practice, acting as an integrated member of your team.

Whether you are new or well established we will partner with you to deliver an exceptional patient experience from £335 per month (plus VAT).

We provide you and your patients with an excellent service, helping you to develop and grow your practice. We believe our success is dependent on your success and therefore we take a broad view of your practice, helping you to develop strong relationships with hospitals, referrers, and embassies.



Our Medical PA Service

Your Designated Medical PA

You will have your own Designated Medical PA who works closely with you and your patients daily. When your Medical PA is out of the office, we will provide full cover by utilising another Medical PA on our team who is well briefed on the running of your practice.

You can rely on Designated Medical for a year-round service with no stress or worries.

Telephone Management

Your Medical PA will be first in line to answer your patient calls but with support from others on the team, aiming to answer over 90% of all calls, and return any missed calls promptly. Working between 9am and 5pm, Monday to Friday excluding public holidays.

Systems & Processes

We help you set up systems and processes that ensure the efficient running of your practice. We focus on ensuring processes are robust, secure, and compliant.

We will advise you on your choice of a Practice Management System dependent on your needs and budget.

Patient Communication

Patient care is at the heart of our work and good communication is fundamental. We'll make certain that your patients have everything they need pre and post-appointment.



Our Medical PA Service

Clinic Appointments and Theatre Bookings

We will ensure your clinics are booked accurately and efficiently, liaising with hospital contacts to ensure all aspects of your work are well organised and run smoothly.

Transcription and Dictation

Our Medical PAs and professional Medical Typists deliver you high-quality, accurate letters. Our transcription service is fully GDPR compliant using our secure cloud-based portal.

Invoicing

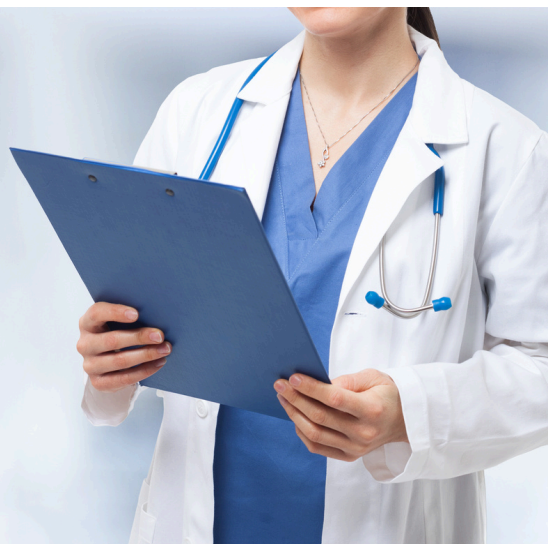
Our vision within Designated is to provide a one stop shop for all your practice needs, in order to achieve this, we are delighted to announce we are now able to provide an internal professional billing service to add to your package.

We also offer high level bookkeeping to ensure all cash is not only collected but allocated correctly and in a timely manner.

To find out more contact vicky@designatedgroup.com and let's start the conversation.

You have been nothing short of amazing as our secretary this last year. You have been proactive and on top of everything for our clinic. Our patients also always praise you. We could not ask for more. You have become truly one of our team and everyone at our clinic thinks you are amazing.

*Dr Trevor Wing
The Women's Natural Health Clinic*



Fees and Payments



Initial set up fee: £175

You can then choose one of our Pricing Packages, depending on how much support you need, based on an hourly rate.

These can be broadly set out as follows:

Package Plan	Price per month	Hours per month	Additional hours Charge £ per hour
Bronze	£360	10	£36
Silver	£700	20	£35
Gold	£1,020	30	£34
Gold +	£1,650	50	£33
Platinum	£2,400	80	£30
Titanium	£3,080	110	£28
Full-time PA	Bespoke		



Fees and Payments Continued

Additional services to add to your pricing package, depending on how much support you need:

Service	Rates
Telephone Lines	£20.00 per month, per line.
Audio Typing	£1.30 per transcribed minute Premium service - £1.60 per transcribed minute
NHS Work (incl. Choose & Book)	£15 per appointment
Travel Time (if needed)	£30 per hour for travel time
Travel Expenses	Charged at cost
Stationery	Charged at cost
Scanning	£30 per hour for hard copy scanning
Bookkeeping	£28 per hour including logging and tracking of expenses or any other financial items

Invoices will be provided monthly. All payments are requested automatically via monthly direct debit.



Designated Medical Services

Alongside our Medical PA services, we have an expert team of marketing, HR and finance professionals who can provide flexible support services for every aspect of your private practice.

Marketing

We have a team of experienced marketing experts who can advise and support you on your marketing needs. From developing a robust marketing strategy to managing your social media and website, our experts evolve your plan as your practice grows – delivering results and bringing success.

We offer a Marketing Discovery session for your practice, this gives our experts a chance to understand your aspirations and provide recommendations on how to achieve these. **£300 (plus VAT)**. Please contact us for further information.

Accountancy

Your Designated Accountant will oversee your finances, ensuring your bookkeeping is done efficiently and accurately every month, providing you with monthly management reports that inform you about the financial performance of your practice.

Every quarter you will have a review with your Accountant to discuss opportunities, address any concerns and plan for the following quarter. At year-end, your Accountant will prepare your accounts with ease as all of the hard work has been done throughout the year.

Designated Medical is a **Xero Partner**, and our accountancy team is **Xero Certified Advisors**, trained by Xero to deliver you the best financial support.



Designated Medical Services

HR and Recruitment

At Designated Medical we know that delivering an exceptional patient experience is a true team effort and requires the selection of the best team members, with each person contributing their best and working successfully together to deliver an exceptional service.

Our Designated HR and Recruitment team can help you to recruit, manage and develop your support team including your Medical PA, Receptionist, Medical Typist or Practice Manager, to ensure your team works at optimal performance to the benefit of your patients.

For more information into these additional services please visit our website at www.designatedmedical.com or get in touch - info@designatedmedical.com



Our Mission

Designated's mission is to create a world where we support each other's success, both our clients and our own. We have built an awesome team which supports our consultants and their patients, delivering the highest quality patient experience.

Whilst we are virtual in nature, we are very social, support one another and have a great team spirit.

Our Values

Our values are at the core of our business. They underpin everything we do, whether it is for our team or for our clients.

We embed **Ownership, Care, Aspiration** and **Growth** throughout the Designated group. We believe in helping and supporting others and provide services and solutions that do just that.

