

Job Title Medical Secretary

Direct Supervisor's Title Physician

FLSA Status Non-exempt Employment Full Time

JOB SUMMARY

The medical secretary position supports medical staff including physicians, physicians assistants etc. The role requires an administrative professional who is detail oriented, responsible, dependable, efficient, and has the ability to multi task while remaining courteous, informative, and empathetic towards patients. Travel to several of the office locations may be required.

DUTIES

ESSENTIAL FUNCTION	Duty
<input type="checkbox"/>	Rooming patients/checking patients out – generating work notes, orders, etc. based on the providers directive; schedule follow up appointments; coordinate imaging studies, consults, etc.
<input type="checkbox"/>	Assists patients in booking follow up appointments
<input type="checkbox"/>	Answers and directs incoming calls promptly and appropriately; listen and return voicemails.
<input type="checkbox"/>	Schedule Surgeries following proper procedure. Call Surgery patients to confirm surgery times & pre-op instructions
<input type="checkbox"/>	Prep Surgery charts – making sure they are complete with the required pre-op reports & faxed to the appropriate facility; Fax surgery consents and pre-op orders where required.
<input type="checkbox"/>	Insurance and workers comp authorizations and verifications.
<input type="checkbox"/>	Ensures patient has signed any required documents including HIPAA and Financial Policies
<input type="checkbox"/>	Verifies patient demographic information is complete and correct including address, phone number, email, pharmacy, referring Doctor and PCP information and ensures required "Meaningful Use" fields are complete. Changes the location and doctor patient is seeing as applicable.
<input type="checkbox"/>	Reviews all patient forms for accuracy and completion according to office policies prior to accepting. Demographic & medical history forms to be updated with change or annually.
<input type="checkbox"/>	Verifies the date on x-ray orders. Asks patients if they are bringing outside films on cd
<input type="checkbox"/>	Respects and protects the confidentiality of all patient and Company information through the adherence of all HIPAA guidelines and regulations
<input type="checkbox"/>	Review & distribute daily progress notes to primary doctors and referring doctors
<input type="checkbox"/>	Manage provider schedules, Serve as the point of contact for the office, Assist the provider with other responsibilities as requested
<input type="checkbox"/>	Assumes other responsibilities as requested

QUALIFICATIONS

1. Education Requirements

High School Diploma or equivalent required.

2. Experience Requirements

Medical terminology

Healthcare environment

Medent experience preferred

3. Skills and Competencies Requirements

Excellent communication and customer service skills required. Must be able to multi-task and desire to work in a fast-paced, team-oriented environment.

PHYSICAL ACTIVITY

Requires sitting and standing associated with a normal office environment. Manual dexterity needed for telephone and keyboard operation

WORK ENVIRONMENT

Work is performed primarily in an office setting, with light to moderate noise levels

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, skills and working conditions may change as needs evolve.