



JOB DESCRIPTION

JOB TITLE: Medical Secretary
JOB STATUS: Full-time, Non-Exempt
DIVISION/LOCATION: IM Poughkeepsie
REPORTS TO: Practice Operations Manager
DATE: February 2017

JOB SUMMARY

The Medical Secretary provides assistance to the physician and the patients, which includes answering phones, preparing charts and scanning documents into the EMR system. The Medical Secretary exhibits strong organizational skills and works collectively with physicians, clinical staff and administration.

DUTIES AND RESPONSIBILITIES:

- Answers patient calls for the physician taking detailed messages
- Sends out new patient packets to patients making their first appointment and reminds them to request their previous medical records.
- Schedules and confirms appointments. This includes new consults which consist of entering all patient demographic information prior to the office visit and mailing out a packet of paperwork for the patient to fill out prior to the scheduled visit.
- Examines future schedules to insure adequate availability of routine and urgent visits.
- Sends reminder letters to patients for primary care and chronic care needs as well as timely routine checks and preventative care.
- Processes outgoing referrals and enters them in Medent log.
- Sends clinical and demographic patient data to referral specialist and tracks responses.
- Obtains records and ensures referral is received from patient's PCP for specialty appointments.
- Enters all internal and external documents into the EMR system or sends them to medical records to be scanned.
- Receives all records from hospitals , urgent visit clinics, rehab facilities and other agencies, sends them to providers to review and notifies them via triage
- Sends educational and self-help information to patients when requested by the provider or the patient
- Sends monthly recalls to patients.
- Performs clerical duties such as faxing and mailing scripts, physician's orders and progress notes.
- Assists other Secretaries when short staffed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Minimum of a High School diploma; Associates Degree preferred.
- One to three years of relevant experience and/or training.
- Electronic Medical Record experience preferred.

QUALIFICATIONS & REQUIREMENTS

- Strong organizational skills.
- Excellent attention to detail
- Strong verbal and written communication skills.

- Able to work independently on assigned tasks as well as to accept direction on given assignments.
- Able to work collectively with administration and staff.
- Able to maintain highest level of confidentiality.
- Travel to any of the Premier Medical Group locations may be necessary upon request.

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