



## **JOB DESCRIPTION**

**JOB TITLE:** Medical Secretary

**JOB STATUS:** Full-time, Non-Exempt

**DIVISION/LOCATION:** GI Poughkeepsie/Kingston

**DATE:** October 2017

**REPORTS TO:** Administrative Lead

### **JOB SUMMARY:**

The Medical Secretary provides assistance to the physician and the patients, which includes answering phones, scheduling procedures, 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:**

- Prepares charts for office hours and procedures including obtaining medical records from various offices, hospitals, etc.
- Answers patient calls for the physician. This includes trouble shooting triage calls for the nurse and physician.
- Schedules and reschedules 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.
- Matches up surgical operative reports with surgical pathology reports and files them into the EMR system, as well as mails out appropriate copies. This includes hospital charts that the physician brings back from the hospital.
- Distributes and follows up on incoming faxes.
- Obtains precertification on all procedures including procedures that are performed at the practice as well as any outside facility including testing (CAT scans, MRIs, etc.)
- Collects copays from patients and posts payments.
- Tallies up copays for the day, prints out the daysheet and matches up copays with patient information.
- Enters all internal and external documents into the EMR system.
- Obtains charts from all offices.
- Performs rounding responsibilities when the physician is the hospital rounder. This includes distributing faxes and maintaining the hospital consult board.
- Maintains cleanliness of the kitchen on a rotating basis.
- Travels to our Fishkill office.
- 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 required.

**QUALIFICATIONS & REQUIREMENTS:**

- Strong organizational skills and ability to multi-task.
- 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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