

Medical Secretary

Job Description

Job Overview

The Medical Secretary is responsible for providing administrative support to the physician and staff and directly managing the physician's daily schedule. This position assist's patients in a wide range of tasks from scheduling their procedures to obtaining MRI authorizations all while communicating pertinent information to the physician to ensure effective communication between patients and physician and efficient daily operations.

Duties

- Assists patients, visitors, physicians and other staff members in a polite, prompt, helpful manner.
- Schedule all surgeries for patients.
- Handles all prior authorization for surgeries.
- Collect patient deductibles/payments prior to patient's surgery.
- Obtain MRI authorizations.
- Complete disability paperwork in a timely fashion. (7-10 business days).
- Maintain the physician's calendar.
- Scan all necessary paperwork (op reports, MRI reports, clearance information, etc) into EMR system.
- Prepare patient's charts daily in EMR system.
- Maintain confidentiality and follow all HIPAA and department guidelines.
- Schedule all legal appointments (IME, depo, phone conference).
- Organize and maintain the physician's credentialing file.
- Must remain flexible in work schedule (overtime, evenings, etc).
- Provide communication between the patients and the physician.
- Sort all incoming mail for the physician.

Requirements

- Proficiency in Microsoft suite products such as Word, Outlook and Excel.
- General knowledge and experience with office equipment such as copiers, multi-line phone systems, and fax machines.
- Aptitude for multitasking and organization.
- General knowledge of medical terminology and healthcare operations.
- Demonstrated ability to communicate effectively with others.
- Detail-oriented and able to work independently or as a team.
- Strong work ethic and commitment to service excellence.

Education:

- HS education/GED required.
- Bachelor's degree preferred.

Experience: Minimum of three years experience in a Medical Office setting.

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Medical Specialty: Surgery

Schedule: Monday to Friday

Work Location: In person