

NORTHWELL HEALTH

HUNTINGTON

JOB DESCRIPTION

JOB TITLE : MEDICAL SECRETARY

DEPARTMENT : Nursing Administration
Requisition 00295F Position# 10062890
Part Time Every other weekend and holiday 3PM-11PM Flexible to work other hours as needed.

REPORTS TO : Min Goubeaud, Assistant Director for Nursing

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| POSITION SUMMARY | Performs diversified secretarial duties related to a clinical support office. |
| RESPONSIBILITIES | <p>* 1. Performs diversified clerical / secretarial duties which may include, but are not limited to:</p> <ul style="list-style-type: none">• Typing various correspondence, reports, articles, etc.• Scheduling appointments, meetings, etc.• Maintaining files, records, etc.• Taking meetings minutes• Performing receptionist duties• Answering, screening, routing telephone calls, taking, delivering messages• Gathering and recording information• Filing patient records• Collecting payments• Preparing statistical data• Keeping inventory and ordering supplies <p>2. Performs related duties, as required.</p> <p>*ADA Essential Functions</p> |
| REQUIRED EXPERIENCE AND QUALIFICATIONS | <ul style="list-style-type: none">• High School Diploma or equivalent, required.• Minimum of one (1) year prior clerical experience, required.• Typing 30 wpm.• Working knowledge of PC applications, required.• Demonstrated knowledge of medical terminology, required.• Ability to communicate effectively.• KRONOS experience preferred. |

Department Head Signature

Date

Human Resources Signature

Date