Title: Medical Secretary 1

Essential Function

Under general supervision from administrator or staff person, provide secretarial services through transcription and typing of medical and confidential material in addition to general typing and clerical tasks; relieve supervisor of more routine duties associated with responsibilities of administrator or staff person.

Characteristic Duties

1. Produce typed copy from rough written copy, dictation (i.e., by machine or shorthand), or brief oral instructions, involving correspondence, report, or other material of technical or confidential nature requiring the knowledge and use of medical terminology; compose routine correspondence; proof, correct and may sign correspondence. Typing may be done on typewriter or word processor.

2. Perform clerical tasks of general or routine nature (e.g., maintain patient and office files; does copy work; order supplies; maintain general account ledgers of office expenses such as supplies, service, etc.).

3. Provide preliminary contact with public, patients, administrative officials, etc.; answer phone and screen calls. Assist patients and visitors in completing routine forms (e.g., insurance forms, etc.).

4. Relieve supervisor of routine duties (e.g., gather statistics for reports or other information; does research; maintain check on departmental budget; act as first line liaison; originate filing systems and record keeping methods; and office use forms; answers billing questions and fulfill requests in area not requiring personal attention of supervisor).

5. Manage appointment schedule; make travel arrangements and reservations; set up meeting and assembles agendas; notify involved parties of meetings or appointments.

6. Train and assist other office personnel in office procedures.

7. Perform related duties based on departmental need.

Unusual Working Conditions

- Required to handle sensitive and/or confidential material.

Minimum Qualifications

- High school diploma/GED certificate plus one of the following: six months Medical Secretarial/Transcriptionist experience; or an Associate degree with course work in Medical Terminology; or completion of a Medical Secretarial/Transcriptionist or other health care program. Must be able to pass a qualifying examination to demonstrate medical secretarial/transcriptionist skills.

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