

Medical Secretary

Position Overview

Provide secretarial services appropriate to general medical practice within this organization. To assist the physician and managers in the practice to achieve a high standard of patient medical care by direct and delegated provision of secretarial services, including necessary administrative work required to achieve best-possible health outcomes.

Key Responsibilities

- Answer incoming phone calls
- Confirm appointments
- Verify insurance and demographics
- Send follow up letters for missed appointments
- Schedule new and follow-up appointments
- Document telephone messages and triages
- Take new patient referrals and create their chart
- Organize patient charts and schedules
- Collect copays and necessary deductibles
- Accurately document patient payments on batch sheets
- Perform other duties as assigned