

Position Title: Medical Secretary

Position Concept: The Medical Secretary will be responsible for reception, scheduling patients, processing lab orders, testing procedures and prescriptions; obtaining authorizations as required by insurers and various other clerical responsibilities. The Medical Secretary position reports to the Medical Secretary Team Lead.

Minimum Qualifications & Experience: The Medical Secretary must have a minimum of one year experience. Candidate must possess excellent communication skills, ability to multi-task, and enjoy working in a fast paced team environment. Experience with the MEDENT Practice Management system is a plus. They must have a High school diploma. Medical Assistant Certificate preferred.

Position Responsibilities: The Medical Secretary Position responsibilities include, but are not limited to:

- Schedules and Confirms appointments.
- Processes lab orders, testing procedures, and prescriptions as ordered by physicians.
- Prepares Cardiac Catheterization, CT, and EP charts prior to procedures.
- Coordinates TEE testing and EP procedures with the hospital.
- Serves as a liaison between the patient and the physician and provides instruction on testing to patient as directed by the physician.
- Maintains medical records in EMR.
- Obtains prior authorizations for procedures as required by insurance company.
- Processes patient's disability, insurance, FMLA forms and DME forms as directed by physician.
- Obtains medical records from hospitals and other physician offices.
- Tracks and follows up on "no show" and appointment cancellations and records in patient EMR. This includes maintaining the recall list and sending the appropriate letters to patients.
- Reschedules patients as necessary.
- Schedules court cases, telephone depositions, IME and Workers Compensation cases for physicians as necessary.
- Schedules various meetings for physicians.
- Responsible for collecting copayments and balances due if uncollected at time of check in and is responsible for cash out procedures at the end of the day. (credit card reconciliation report, cash out report, etc.)
- Other duties as assigned by supervisor.

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We offer a rewarding team environment, excellent benefits and salary commensurate with experience. Please include a cover letter, resume and salary requirements-email dmilliken@heartdocs.com