

NORTHWELL HEALTH

HUNTINGTON

JOB DESCRIPTION

JOB TITLE : MEDICAL SECRETARY

DEPARTMENT : Infection Prevention
Requisition#0021DL Position#10060475
Full Time 1.0FTE 7AM-3PM
With flexibility to work other hours as needed.

REPORTS TO : Denise Naval, Program Director Infection Prevention

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.• Booking and scheduling experience preferred.

Department Head Signature

Date

Human Resources Signature

Date