

Medical Secretary – Full Time

Job Description

We are looking for a Medical Secretary to support our medical office. Patients, visitors and medical staff will turn to you for information and help with administrative issues. Our medical secretary should be efficient and well-spoken with experience running a medical office. If you are patient, computer-savvy and can multitask, we'd like to meet you. Your goal will be to ensure the smooth workflow of our medical facilities, so that our patients receive the best possible care. Adhere to HNA Standard Operating Procedures (SOP), to include, but not limited to HNA Privacy Practices, OSHA Practices, HNA Compliance Program.

Responsibilities

- Receive and assist patients as needed
- Type medical documents (e.g. physician dictations and patient charts)
- Maintain detailed patient and medical records
- Manage office communications (e.g. phone, correspondence)
- Schedule patient appointments
- Ensure confidentiality of sensitive information
- Prepping charts as needed

Skills

- Proven experience as a medical secretary or similar administrative position
- Knowledge of medical terminology, regulations and medical office procedures; knowledge of medical coding is strongly desired
- Familiarity with basic bookkeeping
- Knowledge of MS Windows environment and experience with MS Excel & Word
- Outstanding communication skills
- Typing 40 - 50 wpm
- Computer Knowledge
- Organizational and multitasking skills
- High school diploma; additional training in Medical Administration is a plus

Submit resume and cover letter to humanresources@hnapc.com