

Medical Secretary responsibilities include:

- Receiving and assisting patients
- Maintaining medical records
- Handling communications and calendars

Job brief

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. Your goal will be to ensure the smooth workflow of our medical facilities, so that our patients receive the best possible care.

Responsibilities

- Receive and assist patients as needed
- Maintain detailed patient and medical records
- Manage office communications (e.g. phone, correspondence)
- Schedule medical appointments
- Work with insurance companies
- Process invoices, bills and payments
- Ensure confidentiality of sensitive information

Requirements and 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 Office and databases
- Outstanding communication skills
- Patience and discretion
- Organizational and multitasking skills
- Senior certificate; additional training in Medical Administration will be beneficial