Medical Secretary

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Medical Secretary</th>
<th>Location:</th>
<th>Taylor Station, Grove City</th>
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<tbody>
<tr>
<td>Days:</td>
<td>Monday - Friday</td>
<td>Hours:</td>
<td>Fulltime 40 hours/week.</td>
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**Position Summary:** This position is responsible for supporting the physician and clinic with administrative tasks related to patient care. This includes, but is not limited to scheduling patient appointments and surgeries, returning patient calls, working with insurance companies, and other administrative duties involved in patient care.

**Responsibilities/Accountabilities:**

1. Maintains the physician’s schedule and communicate changes to clinic schedule as needed.
2. Schedules, cancels, and reschedules all appointments and testing for patients.
3. Obtains prior insurance authorization for patients.
4. Answer, triage and return phone calls from patients.
5. Obtain insurance pre-certification as needed for diagnostic procedures, treatment, medication, or surgery.
6. Book surgery and complete all associated surgery paperwork, prepare consents, etc.
7. Schedule pre-admission testing for patients by contacting PCP or hospital
8. Send completed pre-admission testing to appropriate surgery center prior to patient surgery
9. Complete disability forms, FMLA, or other documents requested by patients, reviewing with physicians as needed
10. Calls in prescriptions per physician orders.
11. Follows up with referring physicians.
12. Works the office front desk and completes patient check-in needs at smaller offices.
13. Updates and maintains patient documentation in the EMR system.
14. Adheres to organizational policy with particular attention to standards of conduct and to confidentiality as it relates to HIPAA.
15. Completes other duties as assigned by the physician or supervisor.

**Education, Experience, and Certification/Licensure Required:**

- A high school diploma/GED required.
- Candidates will be required to have completed a Medical Assisting program or possess equivalent experience and be certified as a Medical Assistant
- Previous experience with insurance pre-certification process desired.
- Prior experience in a physician office setting is essential, preferably in an orthopedic or surgical environment.

To apply for this posting, please submit a resume to humanresources@orthopedicone.com or fax to 614-386-7605.

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