Orthopedic One is searching for a dynamic individual to join our Medical Secretary team at the Gahanna/Reynoldsburg location. Details about this exiting position are as follows:

**Position Summary:** This position is responsible for reviewing patient’s history, scheduling surgeries and follow-up appointments, as well as obtaining all insurance authorizations. The Medical Secretary takes direction from physicians as well as nursing staff and must be able to multi-task on a day to day basis.

**Responsibilities/Accountabilities:**
- Obtains prior insurance authorization for patients.
- Schedules follow up, pre-admission testing as well as all testing and surgery appointments for patients.
- Answers and responds to phone calls from patients.
- Completes disability and FMLA forms for patients.
- Reschedules and cancels appointments as needed.
- Calls in prescriptions as needed per physician orders.
- Works directly with physicians to maintain their work schedules.
- Adheres to organizational policy with particular attention to confidentiality and standards of conduct.
- Other duties as assigned by supervisor.

**Education, Experience, and Certification/Licensure Required:**
- A high school diploma or equivalent is required.
- Previous experience working in a medical office setting is preferred.
- Basic knowledge of medical terminology and insurance terminology is desired.

To apply for this posting, please submit your resume and cover letter to careers@orthopedicONE.com or fax to Attn: Human Resources at (614) 552-2527. If offered a position, candidate must be able to pass a pre-employment background check.

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