



ADMINISTRATIVE SECRETARY

071

Jamestown
1607

DEPARTMENT: Community Services/WAMAC/Olde Towne Medical Center

NATURE OF WORK:

Performs secretarial and administrative work for the Director of Clinical Services and the Medical Director. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has public contact. Reports to the Director of Clinical Services.

Work involves the exercise of initiatives, sound judgement, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under the managerial direction and is reviewed through conferences, reports, and analyses of results obtained.

ESSENTIAL FUNCTIONS OF THE JOB:

Clinical Support

Assists Director of Clinical Services with:

- Scheduling of providers;
- Employee Health Records;
- Paid and volunteer staff credentialing;
- Paid and volunteer staff CME opportunities and record keeping;
- Hiring paperwork;
- Performance Evaluations;
- Staff development activities;
- OSHA training and records;
- Bloodborne Pathogen Training and Records;
- HIPPA Compliance; and
- Data management for Policy and Employee Manuals.

Orders supplies and medications. Works with clinic staff, dental assistant, and pharmacy, to inventory and order medical, dental, and pharmacy supplies.

Identifies, researches, disseminates, and organizes provider and staff journals and library materials.

Takes transcribes, disseminates minutes for assigned meetings.

Composes correspondence as required by Medical providers.

Equipment

With the Business Manager, acquires equipment and sets up and monitors maintenance schedule for all equipment.

Ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Programs

Coordinates staffing of the shelter.

Maintains sample medication program.

Maintains referral data base.

Assist with new programs as assigned.

Performs other duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at Olde Towne Medical Center in a medical and dental clinical setting. Operates standard office equipment to include keyboard, telephone, calculator, and copy and fax machines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business practices as applied to a medical/dental facility and practice.

Knowledge of medical terminology.

Knowledge of word processing, data base management, medical management, and spreadsheet software.

Excellent grammar skills.

Ability to write business form letters.

Ability to work and communicate effectively, both orally and in writing with persons of multi-cultural and socioeconomic backgrounds.

Ability to work with a variety of professional and paraprofessional staff and volunteers both at the practice.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to work under pressure in a fast paced setting.

Ability to communicate well with staff, providers, patients, and others who may call on the center.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent experience in a health care related field required; or any combination of education and experience providing the required knowledge, skills, and abilities cited above. Experience with coding a plus.

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Date: July 2004