

**JOB TITLE:** CLINICAL SECRETARY

**DEPARTMENT:** CLINICAL OPERATIONS

**REPORTS TO:** CLINICAL MANAGER

**JOB SUMMARY:**

The Clinical Secretary is responsible for assisting clinical teams in various duties including tracking of patients, obtaining films, records and reports for scheduled appointments, scheduling patients appointments, and providing other administrative support as needed.

**POSITION ACCOUNTABILITIES:**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment
* Organizes work assigned by clinical teams to ensure that it’s handled in a timely, efficient manner with the follow-up completed and documented
* Prepares surgery packets and faxes information to various hospitals via electronic process
* Contacts patients regarding results, and schedules follow-up visits as needed
* Must have the ability to work in a team oriented environment
* Tracks patients through electronic medical record system for return visits, assists in scheduling tests, and if needed, calls patients prior to appointments to remind patients of these. If necessary, assists patient in scheduling these and ensures that proper referral is obtained from insurance if required
* Upload surgery packets into hospital’s EMR as applicable; i.e., EPIC, etc.
* Obtains various reports (path, labs, etc.) on patients; after collection of data, faxes and sends reports to other offices as needed
* Contacts patients who missed an appointment and reschedules them. If unable to reach by phone, sends written notice in accordance with USA Non-compliance Policy. When results are involved, brings this case to the attention of the clinical team lead if unable to reach the patient
* Performs all other duties as assigned

**PHYSICAL REQUIREMENTS:**

The physical requirements listed are representative of those that may be faced by a Clinical Secretary throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks.

* Sitting, standing, walking for brief periods of time
* Bending and reaching
* Light lifting, weights possibly up to 20 pounds

**QUALIFICATIONS:**

* High school diploma or equivalent education
* Contains a working knowledge of medical terminology
* Previous experience in a medical setting preferred
* Excellent written and verbal communication abilities

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**