

Department of Pediatrics – Medical Secretary

TITLE: Medical Secretary FLSA Status: Non-Exempt
Location: Pediatric Endocrine - CUMC/PH 5th Floor Room 522
Reports to: Ilka Pineiro, Office Manager – Pediatric Endocrine

CHARACTERISTIC DUTIES: May include, but are not limited to the following:

- Responsible to answer all division’s telephone calls
 - a. Filter/triage calls in order of urgency; Take accurate phone messages
- Working with Scheduler, receive all pending patient medical records, scans and reports
- Scan documents into CROWN
- Responsible for physician’s schedule; maintain and update daily IDX scheduling templates; coordinate changes with Scheduler and Front Desk Receptionist
- Monitor IDX for open referrals & follow up (2-3 days before appt)
- Using the IDX template, schedule exiting patients for follow up visits; visits to other medical office(s) and ancillary tests and scans
- Review, obtain and/or prepare necessary referrals/pre-certifications for above, as required
- Provide exiting patients with confirmations for doctor and diagnostic appointment and the corresponding referrals and pre-authorizations
- Complete and provide school letters
- Print and give patients office visit summary and/or education material in compliance with Meaning Use policy
- Responsible for cross-covering with front desk staff or scheduler, as needed.

Position Qualifications:

Minimum Education: Bachelor’s Degree or the equivalent in education, training and experience in a clinical practice.

Minimum Experience: Knowledge of IDX billing and scheduling systems preferred. 2 – 3 years related experience.

Reviewed:

Employee Signature

Date

Department Signature

Date