

SECRETARY I (MEDICAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing executive medical secretarial and administrative work for a Clinical Division Director. Work also involves the frequent use of independent judgment in organizing unit activities to ensure smooth and effective work flow; managing staff schedules and office support systems; and performing other duties to relieve professional, clinical staff of administrative details. Supervision may be exercised over the work of subordinate staff assigned to unit. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Relieves clinical and professional staff of details not requiring their personal attention, by use of discretion, tact and a comprehensive knowledge of department procedures and policies;

Creates complex and confidential medical reports and correspondence from either a Dictaphone or cassette recorder;

Maintains appointment calendar for Clinical Division Director and other professional staff;

Maintains the time schedules and records of the medical staff and other division employees;

Compiles comprehensive statistical data and reports;

Maintains liaison with other clinical and ancillary divisions to assure the expeditious transmittal of medical reports, test results, etc.;

Maintains roster and duty assignment schedules for house staff members and medical student rotations through the clinical service;

Opens, screens and routes all divisional mail, and responds to routine correspondence;

Maintains and assembles the medical charts of patients being treated by Clinical Division Director and other professional staff;

Supervises and assigns duty responsibilities to subordinate secretarial and clerical staff;

May perform administrative tasks such as personnel interviewing, insuring adequate supplies by re-ordering needed items and following up on deliveries; processing personnel/payroll records and forms; and preparing divisional budget requests;

Establishes personal contact with patients and their families through office visits and phone conversations, in order to secure needed documentation for records and billing, and also to provide information on follow up visits;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of medical terminology and all of its abbreviated written and spoken forms; good knowledge of medical/clinical office procedures and equipment; good knowledge of English grammar, spelling and punctuation; ability to type at a speed of not less than 35 words per minute, ability to transcribe complex medical terminology from a Dictaphone; good knowledge of office record keeping practices; ability to carry out complex oral and written directions; ability to relate to and cooperate with physicians, professional staff, patients, etc.; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment, especially as it relates to the confidentiality of patients medical condition; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years of experience where the primary function of the position was clerical experience that must have included typing and/or word processing, two of which must have included medical transcription experience.

SUBSTITUTIONS: Either: (a) satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the required general typing and clerical experience, there is no substitution for the medical transcription experience; or (b) satisfactory completion of an approved post high school secretarial or business course* may be substituted for one year of the general experience, there is no substitution for the medical transcription experience; or (c) satisfactory completion of a medical assistant or medical secretarial course* may be substituted for one year of the medical transcription experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.