

ADMINISTRATIVE SECRETARY (MEDICAL)

DISTINGUISHING FEATURES OF THE CLASS: This is secretarial work of a complex and difficult nature which involves some administrative responsibilities and involves clerical processing duties. The secretarial/administrative duties are characterized by a good deal of independent judgement to reflect the kind, character and impact of the decisions and public contact involved in assistance to a single executive. Stenography and typing, while required, do not denote the significant character of the job. The work is performed in coordination with the Director of Medical Services and supervision is exercised over a Senior Typist and a Quality Assurance Control Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Screens all admission requests to ensure that all criteria are met and contacts various sources to collect all appropriate documentation such as financial approval and hospital charts and presents completed request to Director of Medical Services for final approval;

Keeps and updates detailed patient files until patient is admitted, keeping check on patient's condition and arranging for the most suitable available bed depending on particular patient problems;

Maintains liaison with community hospitals, home care agencies, private physicians, ward clerks, nurses, etc. in the compilation of pertinent data and admission facilitation;

Establishes and implements a schedule for monthly medical staff meetings, takes minutes at meetings, notifies staff members, prepares agenda, coordinates publicity and mailings to 170 members;

Schedules meetings for all committees (approximately seven) emanating from the medical staff, prepares agendas, takes minutes, etc.;

Maintains confidential files on each staff member, verifying credentials and updating same every two years;

As secretary to Director of Medical Services, deals directly with all staff physicians, verifying attendance records, conveying instructions and messages, etc.;

Acts as liaison between Director and Jail Medical Service in order to ensure medical coverage at the Jail;

Arranges for autopsies when medically requested by contacting families for permission and notifying and arranging for Medical Examiner's facilities;

Coordinates and assigns clerical work to subordinates;

Prepares preliminary annual budget and preliminary annual report for unit;

Meets with families of and/or prospective patients, providing an overview of the hospital and its services, outlining medical and financial criteria, etc.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of correct English usage; excellent verbal abilities; thorough knowledge of office procedures and terminology; good knowledge of medical terminology; good knowledge of available hospital services and admission criteria; working knowledge of supervisory techniques and administrative principles and practices; ability to type at a rate of fifty (50) words per minute, and to record dictation at a rate of one hundred (100) words per minute*; ability to prepare correspondence and reports from general instructions; ability to understand and carry out difficult oral and written instructions; ability to function in unstructured and volatile situations and to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of office clerical or business experience, at least two (2) years of which involved supervisory and/or non-routine duties at least the equivalent of a third level clerical position and two (2) of which must have been in a medical office.

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for up to two (2) years of the required general experience on a one-for-one basis for business or secretarial curricula and on a two-for-one basis for any other curriculum.

PROMOTION: One (1) year of permanent status as a Secretarial Assistant (Medical).

*To be demonstrated during the probationary period.