



ASC Medical Secretary

Department: Ambulatory Surgery Center

Reports to: ASC Manager

FLSA Status: Non-Exempt /Hourly

Revision Date: June 18, 2019

Summary:

The ASC Medical Secretary is responsible for assisting with admission and discharge of the patient for surgery and laser procedures, clerical duties, assisting with patient care as directed, and performs other non-medical functions.

Minimum qualifications:

- High school diploma or GED equivalent required
- Medical office experience with health insurance knowledge preferred
- Optical and/or Ophthalmology experience preferred

Knowledge, Skills, and Abilities Required:

- Must have strong organizational and communication skills (both verbal and written)
- Ability to multitask in a fast-paced environment and prioritize tasks based on importance
- Must have basic computer skills, including familiarity with Microsoft Office applications; i.e. Word, Excel, OneDrive, and Outlook
- Self-motivated with the ability to work well as a team player
- Detail-oriented

Duties and Responsibilities:

1. Greet patient and patient's family promptly and professionally.
2. Register patients by verifying and entering in demographic and any updated insurance information.
3. Obtain signed registration forms, permission to file claims, medical release, etc.
4. Collect co-payment(s) and/or any personal payment(s) due at time of service.
5. Maintain balanced drawer.
6. Print daily schedules.
7. Triage patients in office and on telephone within scope of practice.
8. Respond promptly to routing requests for information.
9. Review schedules and adjust for day of surgery, as needed; update OR census daily.
10. Always maintain patient confidentiality , both at work and in off-hours, by adhering to HIPAA compliance.
11. Chart preparation for surgical procedures; print chart labels, as needed.
12. Prepare surgery charts to PSC for upcoming procedures.
13. Cooperates and communicates professionally with all staff members, physicians, and other departments.

14. Communicate any insurance changes to Billing department.
15. Communicates with ASC Manager regarding procedural schedule changes and concerns.
16. Performs other duties that may be assigned.

Safety:

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions and providing feedback to supervisors and management on all safety issues.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries and emotional states of mind.

Acknowledgement:

I have received, read and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature

Date

Employee Name – Please Print