



Job Title	Medical Secretary I, II	Job Code	HS0728, HS0729
Pay Plan	USPS	Pay Grade	14, 15
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Health Services	Union Code	0
		Sub Family	Medical Support

Job Family & Sub Family Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Medical Support Professionals provide various administrative and office support functions for a clinical operation.

Job Summary

Provides administrative support to medical providers in a clinic setting.

Representative Duties

1. Office Operations

- Refers or triages patients to appropriate nursing staff
- Determines appropriate timing/types of appointments and procedures
- Sends documentation to appropriate parties regarding patient care
- Adheres to HIPAA guidelines/regulations

2. Patient Interaction

- Registers patients and verifies insurance
- Schedules patient appointments
- Assists with patient referrals – Note: Med Sec II

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)	N/A	
Licensure(s)	N/A	
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
Level I
<ul style="list-style-type: none"> High School Diploma or Equivalent and 0+ years of relevant experience
Level II
<ul style="list-style-type: none"> High School Diploma or Equivalent and 2+ years of relevant experience

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.