

CLASSIFICATION: MEDICAL SECRETARY I

Class Code: 6216-08

Date Established: 05-27-94

Occupational Code: 1-2-4

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform a variety of secretarial duties involving medical records and reports according to standardized work procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Receives and transcribes medical dictation to compose routine correspondence on a typewriter or word processor.
- Sets up and maintains files of a medical nature, demonstrating familiarity with healthcare subject area and relevant medical terminology.
- Compiles, figures and codes physicians' billing for submission to insurance companies for financial reimbursement.
- Types reports using medical records to substantiate and verify reported information.
- Prepares agendas for meetings and gathers and takes notes at meetings for use in updating medical case histories.
- Receives visitors to unit and answers telephone, routing calls to appropriate destination.
- Operates photocopying machine, opens and distributes mail and performs other routine support functions for a medical or health care unit.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

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Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in a secretarial position which shall have included typing, filing, and transcribing dictation including using medical terminology.

License/Certification: None Required.

RECOMMENDED WORK TRAITS: Knowledge of modern office equipment and methods of operation. Knowledge of English grammar, spelling and usage to include medical terminology. Knowledge of office methods and procedures. Skill in transcribing dictation to include medical terminology. Skill in typing accurately and rapidly. Ability to set up and maintain medical records and other files. Ability to compose routine correspondence. Ability to establish and maintain harmonious working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.