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# Example of Medical Secretary Job Description

Our growing company is hiring for a medical secretary. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical secretary

* Compile information necessary to create patient charts
* Ensure ready availability and completeness of patients' charts prior to patients' scheduled procedure date
* Report inconsistencies to Supervisor and/or responsible source
* Open visit and process the paper work required for patient's intake/registration
* Ensure that all patient record/reports are accounted for, stored and delivered to the appropriate location
* Maintain medical records transaction log to demonstrate accountability for medical record delivery and receipt
* Oversee Front Desk Administrative Duties
* Greet patients and check them in on arrival
* Complete patient pre-authorizations and insurance verifications
* Schedule patient appointments with physicians

## Qualifications for medical secretary

* Complete general administrative duties
* Maintain the front desk and reception areas
* Complete patient check-ins
* Charge and co-payment entries
* Answering phones Scheduling patient appointments with physician
* Complete various secretarial duties