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# Example of Secretary Receptionist Job Description

Our company is searching for experienced candidates for the position of secretary receptionist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for secretary receptionist

* And referring individuals to the appropriate nursing staff/faculty or other campus departments/offices
* Assists Secr/Recept/Billing Clerk in orienting new residents teaching practice management by direct involvement
* Check out responsible for priniting visit summary for patient
* Incoming interoffice mail is sorted to clinical, administrative and billing staff in a timely fashion
* Makes initial contact with all patients to obtain demographic data
* Receives all telephone calls for the clinical office practice, refers medical problems to the appropriate physician or medical personnel
* Refaxes orders to physicians and hospital department that have not been received
* Responsible for completing requests for release of medical records, review each incoming request for HIPAA compliance, return non-compliant requests
* Responsible for reviewing pediatric managed care lists in order to make appointments for EPSDT exams
* Review next day schedules-mark reason for visit with G\* and adds G\* modifier in E&M code section to billing data

## Qualifications for secretary receptionist

* Must have excellent communication skills to interpret phone calls and/or provide verbal readings of radiology reports
* Must be able to hear and verbally communicate with patients, family members, physicians, healthcare professionals, department staff, students
* Will be required to work a variety of shifts including weekend, holiday, and call coverage
* Demonstrates strong written communication and interpersonal skills
* Strong oral communication and organizational skills required
* Basic computer skills to include typing 35 wpm and Microsoft Office skills