



Example of Department Secretary Job Description

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Our innovative and growing company is looking for a department secretary. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for department secretary

- Performs secretarial functions consistent with good patient care and in accordance with the policies, procedures and standards of the facility
- Facilitates the overall operation of the nursing unit and is directly involved with care of the hospitalized patient under the direction of the RN/LVN
- Duties include, but are not limited to, transcribing orders, maintaining par levels of supplies, answering multi-line phones, paging, and transporting of specimens
- Maintains the permanent medical record
- Under the general supervision of the OR Director performs support services for the Departments assigned with clerical, secretarial and related responsibilities in promoting communication between the Director, Supervisor, Medical Staff, Hospital Staff, and TOH patients
- Supports clinic operations by direct involvement with the physician(s) and nurse(s) of the Transplant Services department
- Works through and solves patient issues professionally and in a timely manner
- Takes and relays phone messages for the respective area in a clear and concise manner in accordance to CCF policy
- Ensures all patients are rescheduled relating to physician out days in a timely manner
- Utilizes correct pathway to retrieve lab and radiology reports (via Net Access) and dictated reports (via Total eMed) as needed

Qualifications for department secretary

- One (1) year prior experience in a healthcare setting preferred
- Excellent calendar management skills, including the coordination of complex executive meetings involving various parties across different countries, time zones, etc
- Exceedingly well organized and enjoy administrative challenges
- Ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, whilst remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality