



## Example of Secretary, Unit Job Description

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Our growing company is searching for experienced candidates for the position of secretary, unit. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for secretary, unit

- Communicates with residents, families, physicians and other healthcare team members about resident care according to protocol
- Assembles and maintains resident charts
- Acts as a receptionist and performs a variety of clerical functions
- Offers assistance, handles inquiries and supplies information to physicians, visitors, patients and hospital personnel in a courteous professional manner
- Organizes work to maintain an efficient flow through the department
- Answers the patient call system promptly and courteously
- Coordinates and processes efficiently the admission, transfer and discharge of patients
- Enters departmental charges appropriately, accurately and efficiently
- Assists in the orientation/training of new Unit Secretaries
- Possesses good organizational skills and works in an organized manner

### Qualifications for secretary, unit

- Correctly schedules diagnostic procedures, exams and special procedures in a timely manner
- Acts as a liaison between physicians, nursing, hospital staff, families, guests and patients
- Accurately informs physician and ancillary departments of patient admission, discharge, transfer or death in a timely manner
- A strong history of teamwork is required

