



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

- Performs clerical duties to maintain the patient's medical record and to expedite patient admission, transfer and discharge
- Responds to questions from patient, families, and significant others in a prompt, courteous, positive and knowledgeable manner and refers to appropriate personnel
- Schedules patient appointments at outside agencies and coordinates transportation arrangements when necessary
- Validates diet with nurse and delivers meal tray as appropriate
- Communicate and follows the organizational chain of command for notification of patient care/service issues, when appropriate
- Maintain internal and external communication systems
- Files, copies, faxes, mails patient reports
- Arrange the retrieval of archived studies
- Maintain logs, and performs billing
- Maintain orderliness and cleanliness of work area

Qualifications for secretary, unit

- Experience with medical computer applications such as Allscripts, IDX, Meditech, MIDAS, MS4, Cerner and other relevant systems preferred
- Minimum one (1) year of medical clerical duties in an acute care environment required
- Proficient with AS400/Cerner preferred

- Must complete telephone training within 90 days of hire