



Job Situation

Medical clinic. May be exposed to contagious diseases. Working with various computer applications. Exacting work

Weekly Hours of Work

40

Overtime

0

Monthly Salary

\$2,300

Student Loan – Owing

0

Student Loan – Monthly Payment

0

Duties

Answer telephone. Use health software. Interview patients. Complete insurance and other forms. Process payments, and bank statements. Keep examination areas clean and orderly

Prospects

Administrative Assistant. Hospital Unit Clerk. Medical Transcriptionist. Health Info Management Technician

Job Title

Medical Secretary

National Occupational Classification (NOC)

1414

Job Description

You arrive at the clinic early enough to unlock the doors and check all the various security controls, sign on to the various office computers, and check your messages. Once that is all set you proceed to make sure all patient files that are to be seen that day are ready for the use of the physicians. As soon as the rest of the staff arrive the clinic really starts to hum and you are no longer left to your own thoughts. You answer telephones and make phone calls for referrals to other specialists as well as checking in patients.

The face to face time with some of the patients remains a highlight in your day. Over the years you have gotten to know the patients well and have much to share. You perform both administrative and clinical tasks for the health practitioners. You have gotten to know the staff quite well and enjoy your time with them. You are especially close with the nurse practitioner and nurse whose responsibility is to update the patients medical histories online and assist the doctor.

One of your biggest responsibilities is to manage the billing and bookkeeping of the clinic. Although the billing is somewhat computerized, the clinic is totally dependent on this job being done right, so you always double check. Multi-task has become your middle name. If you didn't have enough on your plate already you have to make sure that the Instrument sanitizer is kept loaded and that all patient's prescriptions are being called into the various pharmacies.

This job certainly requires the outstanding organization skills that you possess. Your ability to communicate effectively and precisely is a definite asset to. The staff around the clinic sure appreciate all the hard work that you put in to keep the place running smoothly. You have never once regretted choosing to work for a family physicians office. You love all the different people and ages that you deal with.