

## OOCE Internal Job Posting

**Department:** Corporate Clinical  
(Sawmill primarily, Dublin as needed)

**Title:** Clinical Secretary

**Hours:** Full-time, 40 hours per week. Days, hours, and location may vary based on staff schedule but generally Mon – Fri between 8:00am to 5:00pm.

### **Job Responsibilities:**

- Retrieve patient encounter form from printer as patients arrive
- Calls for patient in main waiting area and direct them accordingly within the clinic
- Communicates with Patient Relations staff to keep them informed of delays in the clinic schedule
- Prepares patients for physician or imaging exams, providing appropriate gown, shorts, etc.
- Check patients out when appointment ends, schedule follow up appointments as requested
- Perform medical reception duties as needed including answering telephones, screening calls, taking messages and providing information
- Answer busy scheduling desk phones to set appointments (as needed in rotation with other secretaries)
- Use physician protocols including insurance coverage to determine most appropriate approach to schedule patients
- Calls patients who missed appointments to reschedule
- Copy return to work or physical therapy documents as needed
- Ensure supplies are stocked in patient information drawer
- Stocks rooms and order supplies as needed
- Various clerical duties including copying, faxing and scanning and filing patient documents into the electronic patient chart
- Other duties assigned in support of clinicians or physicians
- May perform patient care duties (remove wound dressing, remove sutures or staples, obtain patient height, weight or blood pressure) as trained and directed by physicians

### **Education/Certification or Experience Required:**

High School Diploma or equivalent required. Prior clerical experience in a medical office setting desired. Customer service experience and basic computer skills required. Must maintain CPR certification

To apply please submit a resume via fax or email to Amy Kimmel in Human Resources.

E-mail: [Akimmel@ohio-ortho.com](mailto:Akimmel@ohio-ortho.com)

Fax: (614) 827-8653