

JOB DESCRIPTION: Physical Therapy Secretary Butler

Responsible to: Kelly B DeSimone

The secretarial position coordinates patient services. It involves a number of tasks that revolve around the patient's interaction with the PT Department.

Principal Duties and Responsibilities:

Obtain and update authorizations and referrals for the PT Department

Prepare charts and correspondence for the Department

Update demographics

Assist with answering the telephone and with reception staff

Other duties as assigned

Skill and Abilities Needed:

Interpersonal skills to deal effectively with staff, patients and physicians

Computer experience and accuracy in data entry

Organizational skills to schedule time appropriately

Knowledge of third-party billing

Medical experience and knowledge of medical terminology

40 hours week, Monday thru Friday

Interested applicants should submit their resume to Susan Martins in Administration or fax 831-6054 or email smartins@universityorthopedics.com.

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