

POSITION OPENING

POSITION:	Medical Secretary	STATUS:	Full Time
DEPARTMENT:	Rehabilitation	HRS/PAY:	75.0
SUPERVISOR:	Douglas Covatch Director of Rehabilitation	JOB GRADE:	C-1

RESPONSIBILITIES

Works reception desk interacting with patients upon entering office. Performs and provides secretarial and clerical support. Maintains medical record integrity through filing, assembling, and retrieving confidential medical records. Obtains necessary signatures for medical records. Prepares reports for therapists and departments. Obtains insurance approvals and amends billing accounts that require attention.

Typing and/or computer skills required with a thorough knowledge of medical terminology necessary. Position requires strong organizational skills and excellent communication and interpersonal skills.

Physical demands: Sitting much of the time; moving throughout the office as needed. Must be able to lift approximately 20 pounds.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Kristen Price, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 09/23/2026 - 09/27/2026

Application Deadline: Noon: 09/28/2026