

POSITION OPENING

POSITION: MEDICAL SECRETARY	STATUS: FULL TIME
DEPARTMENT: RADIOLOGY/PPG PHYSICIAN OFFICES	HRS/PAY: 75.0 HRS
SUPERVISOR: JANEL FINK/ABBY CAYLOR	JOB GRADE: C-1

RESPONSIBILITIES

A full time shared position is available in Radiology and the PPG Physician Offices. This position will have a set schedule in Radiology with additional hours worked in the physician offices to provide full time hours. The position will be primarily Monday through Friday working day shift, but hours will be somewhat flexible between the two departments.

Individual must be able to demonstrate competency in exhibiting excellent communication and telephone skills; and demonstrate superior customer relation skills. Medical terminology required with previous experience and/or knowledge of insurances preferred. Excellent organization, typing and/or computer skills required. Two year medical secretary or medical assistant education program preferred, but will consider clerical experience in a medical office in lieu of education. Medical assistant training/certification is a plus.

Physical Demands: Moves throughout the offices the majority of the day. Minimal lifting required.

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 Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 04/22/22 to 04/26/22

Application Deadline: Noon on 04/27/22