



JOB DESCRIPTIONS

Medical Secretary

A *Medical Secretary* provides secretarial support to clinical staff; obtains pre-certifications as required by health care insurers or managed care providers; informs patients of costs for care being provided, and guides them to appropriate resources for further information. This personnel types routine correspondence and reports from dictation or handwritten copy, answers telephones, screens callers, relays messages, and greets visitors. This position requires a high school diploma or its equivalent and 0-2 years of related experience. A medical secretary has knowledge of commonly-used concepts, practices, and procedures within a particular field, relies on instructions and pre-established guidelines to perform the functions of the job, works under immediate supervision, and reports to a supervisor or manager.

Medical Records Clerk

A *Medical Records Clerk* organizes and evaluates patient medical records, reviews medical records for accuracy and completeness, and is responsible for filing and retrieving medical records. This position requires a high school diploma or its equivalent and 0-2 years of related experience, have knowledge of commonly-used concepts, practices, and procedures within a particular field; relies on instructions and pre-established guidelines to perform the functions of the job. Additionally this type of personnel works under immediate supervision, and reports to a supervisor or manager.

Medical Assistant

A *Medical Assistant* assists in examination and treatment of patients under the direction of a physician, interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height), and records information on patients' charts. He or she may be required to draw and collect blood samples from patients and prepare specimens for laboratory analysis, and prepares treatment rooms for examination of patients. This position requires a high school diploma and medical assistant certificate and 0-2 years of experience in a related field, to be familiar with standard concepts, practices, and procedures within a particular field, and relies on limited experience and judgment to plan and accomplish goals. This personnel performs a variety of tasks, and typically reports to supervisor or manager

Medical Billing Clerk

A *Medical Billing Clerk* is responsible for compiling amounts owed to the medical facility. He or she reviews and maintains orders, invoices, and records to ensure accuracy. Additionally this personnel maintains all patient payment records. This position requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area, to have knowledge of commonly-used concepts, practices, and procedures within a particular field, and relies on instructions and pre-established guidelines to perform the functions of the job. A medical billing clerk works under immediate supervision, and primary job functions do not typically require exercising independent judgment. Therefore he or she typically reports to a supervisor or manager.

Nurse Practitioner (OBGYN Specialty)

A *Nurse Practitioner* works in collaboration with a physician to assess the physical needs of patient's medical type pertaining to obstetrics and gynecology. This personnel orders, interprets, and records results of clinical tests and reports results to physicians. He or she also prescribes medications and makes recommendations for other therapeutic forms of treatment. This position requires a master's degree and certification as a Certified Registered Nurse Practitioner (CRNP) in specialty area based on RN licensure and state authority for advanced practice. Additionally, a nurse practitioner must be familiar with advanced concepts, practices and procedures within chosen field of expertise; relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. The nurse practitioner reports to a physician.