

## **Medical Secretary**

Full-time medical secretary position to support an orthopedic surgeon.

Responsibilities include: coordinating daily schedules (including operative and office); scheduling hospital and surgical procedures (including preoperative lab and radiology); completing insurance pre-certification and all relevant testing; and assisting as needed in other administrative areas.

Required a minimum of one year of medical office secretarial /clinical experience. Knowledge of medical terminology, computer skills, and strong communication and organizational skills.

Please forward your resume to Director of Human Resources, New England Orthopedic Surgeons, 300 Birnie Avenue, Suite 201, Springfield, MA 01107, or fax to 413-788-0840, email to [humanresources@neortho.com](mailto:humanresources@neortho.com).