

Medical Secretary – Dr. Adler

Full Time

Responsibilities: Coordinate daily schedules, including operative, office, and communicate any changes to appropriate personnel. Schedule hospital and surgical procedures including preoperative laboratory and radiology and communicate this information to patients. Complete insurance company's pre-certification and second-surgical opinion requirements for all relevant testing and surgery bookings. Communicate with physicians regarding patient questions and messages from other physicians, hospital personnel, etc. Assist receptionist with appointment scheduling and other staff with related tasks. Physician recertification. This position will ultimately reside in the Digit Pod.

Minimum Qualifications: One year of medical secretarial experience preferred. Knowledge of software (MS Word, medical office software) preferred. Ability to manage multiple tasks and projects. Flexibility regarding workday.

If you are interested in applying for a position, please submit your resume to New England Orthopedic Surgeons, 300 Birnie Ave, Suite 201, Springfield, MA 01107, Attn: Director, Human Resources, or email humanresources@neortho.com or fax to 413-788-0840.