



Email: northwell_health@countyjobs.careers

Address:

New York

Check with seller

As Practice Secretarial Associate you will perform diversified office and clerical/secretarial duties including, but not limited to scheduling appointments; facilitating communications; preparing consultation charts; taking and prioritizing telephone calls; maintaining and documenting incoming reports, pathology slides and films; and pre-certifying related ancillary services.

Responsibilities include, but are not limited to:

Typing various correspondence, reports, and articles;

Scheduling appointments, meetings;

Maintaining files and records;

Taking minutes at meetings;

Receptionist duties;

Answering, screening, routing telephone calls; taking, delivering messages.

Collecting payments;

Preparation of statistical data; and

Ordering and maintaining inventory of supplies. Qualifications

High School Diploma or equivalent required. **E**

Working knowledge of PC applications require



Practice Associate **Secretarial**

NORTHWELL HEALTH

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<https://tinyurl.com/2xx59h5x>