

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Medical Secretary	<b>Job Code:</b>	80007
<b>Job Function:</b>	Staff	<b>Grade:</b>	115
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	2/5/14

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**Job Summary:**

Provide secretarial support to the ambulatory care center. Greet patients and visitors and respond to routine questions. Perform some diagnostic tests and procedures.

**Essential Functions:**

40% Greet patients and visitors, schedule patient appointments, answer phones and handle mail.

25% Compose correspondence including technical reports and memos. Create and update databases and extract data as requested. Maintain patient files.

20% Perform and assist with diagnostic tests. Assist with cleaning and maintenance of department and equipment.

10% Handle cash deposits and perform routine bookkeeping. Train and supervise student assistants.

5% Assist with special outreach programs, mailings and campus health promotion events.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience in medical office, practices and procedures. Familiarity with medical terminology required. Computer skills including knowledge of word processing, spreadsheet and database software programs required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.