

Medical Secretary

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Category:

[Administrative](#) [1]

Department:

Operating Room

Work Schedule:

<p>42 hours/week</p>

Short Description:

Medical Secretary is a unit team member trained on the job to perform clerical and receptionist duties in support of nursing staff and medical staff.

Requirements:

- Education: High school or Secretary Diploma, University Degree is a plus.
- Good knowledge of written and spoken English and Arabic.
- Experience: Similar experience is preferred.

Required Skills:

- Knowledge of office procedures. Good administrative skills. Good organizational skills.
- Good computer skills: basic word and excel programs
- Personal qualities: Tactful, patient, pleasant and energetic. Ability to carry out repetitive operations, under specific instructions and in accordance with established procedures.

Responsibilities and Duties:

- Function directly under the supervision of the Director of Perioperative Services, Head Nurse and

Charge Nurse.

- Act as receptionist, receive and transmit information's through telephone, intercom and communicate directly with house staff, surgeons, patients and visitors with courtesy and promptly.
- Perform clerical duties: contacts units: x-rays, Blood Bank, CSSD, Pathology Plant Engineering, and Medical Engineering, housekeeping, Store, Pharmacy and Anesthesia department.
- Handle equipment that needs maintenance, and complete the Service Request filled by the charge nurse.
- Help nurses to get any urgently needed items for patients or as requested.
- Enter data of the patients on the systems as required, and as requested by the Director of Perioperative Services.
- Responsible for replenishment of stationary needed in OR.
- Fill patients call slip to OR and other requests.
- Receive pharmacy supplies and stationary store.
- Maintain accurate written and verbal communications.
- Call Units for premedication of patients upon notification by charge nurse than informs surgeons and residents.
- Greet and direct visiting doctors and medical students in OR.
- Follow movement and accurate record point of patients in OR.
- Prepare pathology requests, count removed tissues, and verify logged information and contents of pathology baskets before transport from OR.
- Keep OR control desk clean, tidy, supplied with needed stationary pads.
- Document time motion of OR Transport orderly.
- Contact maintenance, housekeeping, laundry, stores or kitchen to secure needs.
- Check the operating schedule for correct time in – time out, MRN (all information must be complete) every day.

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