

## BROWN SURGICAL ASSOCIATES, INC.

### POSITION DESCRIPTION

<b>Job Title: Secretary</b>	<b>Dept. Code: 600</b>	<b>OSHA: III</b>
<b>Department:</b> Administrative Assistant	<b>Salary Range:</b> See levels	<b>Original Date:</b> 4/14/2015
<b>Immediate Supervisor:</b> Administrative Manager	<b>Division:</b> RI Hospital	<b>Last Revised:</b> 1/13/2020

#### **GENERAL SUMMARY:**

Functions as the administrative assistant by supporting and coordinating the day-to-day administrative activities for physicians in the Division of Trauma with primary accountability to the office manager. Responsible for calendar management, call schedule data entry, management of Excel files, dictation, meeting and educational program coordination, assigned projects, and assisting the Surgical Education Department as needed.

Primary duty is the management of the surgeon's schedule to ensure scheduling accuracy and equable flow for teaching, administrative and patient care, travel, call coverage. Coordination of meetings and surgical education courses taking place in the department.

Works independently, receiving little detailed supervision and guidance. Thorough knowledge of Microsoft Office and the administrative routine of the surgical education department are fundamental to the position. Exhibits an understanding of the organization, its programs and procedures related to the operation of the office. Strong attention to detail. Expert handling of department issues and confidentiality is mandatory.

#### **ESSENTIAL FUNCTIONS:**

##### **Management of Attendings Calendars and Meeting Coordination**

- Coordination of meeting including taking minutes
- Calendar management including conference schedules, call coverage, patient appointments, surgeries and travel

##### **Check Request/Travel Coordination**

- Submits travel request and responsible for reservations and travel itinerary
- Process check requests for travel reimbursements, journals, membership dues, licensing, etc.

##### **Hospital Call Schedules**

- Collects availability from physicians in a timely manner
- Data entry of call schedule assignments onto the hospital website including changes that occur throughout the month
- Maintains a cumulative report of the number of night/weekend/holiday calls
- Process monthly stipend form for all attendings taking call

##### **Surgical Education Course Coordination**

- Assigns faculty lectures, registers students and creates schedules
- Maintenance of program financial account
- Room reservations

- Orders supplies for courses (student manuals, simulation equipment, catering, etc.)

#### **CME/CV/Hospital Reappointments/CAQH/Research**

- Maintains a spreadsheet listing all (CME) Continuing Medical Education Credits for each physician
- Update Curriculum Vitale (CV)
- Responsible for hospital reappointments/CAQH for provider affiliated hospitals
- Ensures completion of Medicare Time Reports
- Assists with research projects as needed
- Responsible for any other duties, including covering other administrative secretaries, as may be assigned by the manager

#### **MINIMUM KNOWLEDGE. SKILLS AND ABILITIES**

- Graduate of an accredited secretarial school or college
- Three to five years' experience in administrative office setting
- Computer proficiency in Microsoft Office and database development/maintenance
- WPM at least 50
- Attention to detail through proofreading, editing and typing accuracy
- Ability to represent the organization and serve the department of surgery in a professional manner and promote a positive image of the organization and its services
- Knowledge of or ability to learn HIPPA laws and regulations
- Ability to independently meet strict deadlines