

**ANNOUNCEMENT OF
PROFESSIONAL VACANCY**

UBMD Pediatrics
1001 Main Street, 5th Floor
Buffalo, New York 14203

Applications are invited for consideration for the following position:

Campus: UBMD Pediatrics Budget Title: Front Desk Clinic Secretary
Department: Pediatrics Descriptive: As Above

Professional Rank
and Salary Range: Salary Commensurate
with Experience Date to be Filled: ASAP

Brief Description of Duties: Clinic Secretary for large pediatric sub specialty practice. Duties to include but not limited to: greeting & registering patients, insurance & referral verification, collection of co-pays & prior balances at time of service, cash reconciliation, scheduling of follow up appointments, handling medical records. As well as other miscellaneous duties as assigned.

Qualifications: Computer literate. Experience working with electronic medical records and billing systems in general required. Working knowledge of insurance requirements necessary. Able to multi-task, strong interpersonal skills, excellent customer/patient service skills, excellent telephone and communication skills. Ability to prioritize and work well under pressure. Good organizational skills. High level of professionalism. Willing to work flexible hours and occasionally long hours. Very fast-paced environment

Education: Two-year secretarial degree equivalent experience and /or front desk experience in medical office or clinic setting.

Special Notes:

POSTING NO: 01-21

POSTING PERIOD: 01/20/21-Until Filled

Persons interested in the above position should submit a resume along with a letter of application to:

Name: Nydia Rolling
Job Code: FDSFULL
Address: UBMD Pediatrics 1001 Main Street, 5 th Floor Buffalo, NY 14203
Closing Date of Application: Until Filled

UBMD Pediatrics is an Equal Opportunity/Affirmative Action Employer.