

Medical Secretary

Medical Secretary

The Medical Secretary provides clerical, logistic and administrative assistance to the Health Unit. The jobholder directly affects the efficiency and effectiveness of the Health Unit as it supports the functions of the Peace Corps Medical Officers (PCMO).

Responsibilities:

- Maintains data bank of local medical facilities/physicians and pharmaceuticals and maintains effective/smooth relationship with them.
- Verifies medical bills and PCV reimbursements, attaches the receipts on the appropriate forms, forwards them to the PCMOs for approval and signature and forwards them to Admin for processing
- Coordinates all schedules of the medical staff and makes adjustment as needed
- Follows-up medical reports and results of referred patients from local physicians. Ensures that the Medical Officer/s reviews the medical report and examination results (if any). Assists Medical Officer/s in contacting the Volunteer for medical findings.
- Prepares new medical record with correct identifiers for each new Trainee / Volunteer as instructed by PCMO
- Maintains medical files systematically and files all medical reports, consultation sheets and laboratory sheets in proper section of medical record.
- Records disposal management of 5-year old medical files in accordance with regulations on disposition of medical records

Requirements:

- Graduate from a recognized College with a vocational diploma, short course certificate or a Bachelor of Science degree in any health care/Medical course.
- At least three years of experience in a medical clinic.
- Good working knowledge in English
- Knowledgeable of medical secretarial procedures, including the use of computer needed to provide Health Unit with electronic medical files. Knowledge of reputable out-station facilities for proper referral system.
- Ability to use modern types of equipment like computer, scanner, typewriter, photocopying machine, fax machine.
- Good interpersonal and cross-cultural communication skills

Applicants may send resume to vacancy@ph.peacecorps.gov, specify the position title in the subject field.

Interested applicants for this position should submit, cover letter stating why you are qualified for this position. **Closing date of application: May 3, 2010**