

**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:	<u>Conventus</u>	Budget Title: <u>Clinical Secretary</u>
Department:	<u>Pulmonology</u>	Descriptive: <u>As Above</u>
Professional Rank and Salary Range:	<u>Salary Commensurate with Experience</u>	Date to be Filled: <u>ASAP</u>

Brief Description of Duties: Provides support to patients, staff, and academic faculty who have administrative, clinical, and research responsibilities to ensure the efficient operational functions of the division. This position requires multi-task organizational skills, independent judgment, strong communication skills and strong computer skills. Performs all required reception, typing, billing, filing, computer operation as well as other general office activities within the divisions. Work requires communication with external contacts frequently to ensure ongoing service. Assists with research and database projects as requested.

Qualifications: Computer literate, working knowledge of Microsoft Office, knowledge of Allscripts EMR, Centricity Group Management preferred. Working knowledge of insurance requirements preferred. Able to multi-task, strong interpersonal skills, excellent telephone & communication skills. Ability to prioritize, recognize urgent and non-urgent issues, and work well under pressure. Good organizational skills and detail oriented. High level of professionalism.

Education: Two-year Medical Secretarial or Medical Office Assistant degree with at least 2 years' experience or equivalent experience in medical office or clinic setting.

Special Notes:

POSTING NO: 02-20

POSTING PERIOD: 02/10/20-Until Filled

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

Name: Nydia Rolling
Job Code: PULSEC
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.