



# DIGESTIVE DISEASE ASSOCIATES

SPECIALIZING IN DIAGNOSING AND TREATING GASTROINTESTINAL, BILIARY AND LIVER CONDITIONS

## GENERAL DESCRIPTION OF COMPANY AND POSITION

Digestive Disease Associates offers a full range of specialized medical services which focus on all aspects of gastrointestinal (stomach and intestines) and hepatology (liver-related) disorders. Serving patients throughout Maryland, Pennsylvania, Virginia and Washington, D.C., have benefited from the patient-centered care delivered by our 18 gastroenterologists and hospitalist.

Treatment is provided in one of our two state-of-the-art endoscopy and infusion centers located in Columbia and Catonsville, Maryland. Working in a team environment focused on patient care, our mission is to ensure every patient receives a superior experience. For more information, please visit our website at [www.ddamd.com](http://www.ddamd.com)

We are seeking a professional full-time Administrative Coordinator for our office in Catonsville, MD. This position helps provide exemplar patient care and is pivotal to the practice running smoothly and efficiently as possible.

## QUALIFICATIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

- Exceptional customer service and people skills
- Requires great attention to detail
- This position demands strict confidentiality of patient information
- Prior experience working in a doctor's office is strongly preferred
- Provide checkout by scheduling follow-up or procedure appointments
- Order labs/radiology for patients
- Receive incoming telephone calls and respond to caller needs
- Experience with Ggastro a plus
- Perform other office duties as assigned by manager.



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## **EDUCATION & EXPERIENCE**

- Minimum of 1-year medical office experience
- Strong communication skills
- Computer proficiency and prior experience with EMR highly preferred
- Ability to work in a fast-paced environment
- Ability to travel to other sites as necessary

## **LOCATION, HOURS AND SALARY**

- FT position available in Catonsville, MD
- Clinic Hours are M-F, vary from 8:00AM- 5:00PM
- Salary commensurate with experience
- Full-Time W-2 position with full benefits