

GASTRO HEALTH



FORMERLY DIGESTIVE DISEASE ASSOCIATES

Gastro Health, LLC is a large national gastroenterology multi-specialty group, with practices in 6 states across the US. We employ the finest gastroenterologists, pediatric gastroenterologists, colorectal surgeons, and allied health professionals. We are always looking for individuals that share our mission to provide outstanding medical care and an exceptional healthcare experience. We offer a comprehensive benefits package to our eligible employees, which includes: Health, Dental, Vision, Paid Time Off, Life insurance, 401k, Profit Sharing Plan, Short & Long-term disability, HSA, FSA and Corporate Holidays.

Are you ready to be a part of the Gastro Health family? Welcome to the company that gives you the resources and incentives to redefine healthcare services, with a competitive benefits package and leadership to take your career to the next step!

****Top Business of the Year (Large) - 2017* Greater Miami Chamber of Commerce***

****Top 100 Private Companies - 2016* South Florida Business Journal***

We are seeking a professional **full time Medical Secretary** for our office in Catonsville, Maryland.

This position helps provide exemplar patient care and is pivotal to the practice running smoothly and efficiently as possible.

Job Description

- Exceptional customer service and people skills
- Requires great attention to detail
- Liaison between physician and patient
- Provide administrative support for clinical & operational functions
- Patient scheduling
- Manage phone triage and take appropriate action under the direction of the provider
- Demonstrates positive interpersonal relationships in dealing with fellow clinic employees, managers and providers
- Take direction and initiate actions that will allow cross-functional duties to ensure seamless patient care
- Follow safety procedures in compliance with OSHA and state health department guidelines
- Perform other duties as assigned

Minimum Requirements

- High school diploma or GED equivalent
- 1 year medical secretary experience

Location, Hours and Salary

- FT position available in Catonsville, MD
- Clinic Hours are M-F, 8:00 AM – 5:00 PM

Salary & Benefits offered

- Compensation commensurate with experience
- Pay rate - \$16.00 - \$19.00
- Paid Time off
- Health Benefits
- Short/Long Term and Life Insurance Available
- 401k
- Awardco
- Sign On Bonus up to \$1,000.00