

Medical Secretary Opportunity

We are currently looking for a
Medical Secretary
to join us in our
Mt. Lebanon office

Specifically, we are looking for candidates who can work full-time, including 2 evenings per week and rotating Saturdays. The candidate is expected to provide exceptional service to our families and patients by gathering and validating information, scheduling appointments, addressing questions, and reconciling and collecting fees for services.

A minimum of 1 year of experience in a clinical office setting is preferred. The ability to work well in an environment that is flexible, professional, and committed to delivering the finest pediatric care is essential. Child Abuse, PA Criminal History, and Federal Criminal History clearances are required.

If you are interested, please submit a resume to
Mark Marsen, HR Contractor, via email at
mmarsen@pediatricssouth.com.