



**Employer Name:** Memorial Sloan Kettering Cancer Center

**Position Title:** Physician Office Assistant I

**Location:** New York City, NY

**Industry:** Healthcare

**Job Description:** Start your career at Memorial Sloan Kettering and you'll find yourself quickly making a difference in the lives of our patients. When you join us as a **Physician Office Assistant**, you will find meaningful work and become part of a team where everyone plays an important role in the fight against cancer. Making a difference in the lives of others. This is a life's calling.

You are:

- An effective communicator, capable of determining how best to reach different audiences and executing communications based on that understanding.
- Adept at creating partnerships and working collaboratively with others to meet shared objectives and goals.
- Actively seeking new ways to grow and be challenged, using both formal and informal development
- Flexible in your approach and demeanor in order to align with the shifting demands of evolving circumstances.

You will:

- Use your strong customer service and multi-tasking abilities to support a practice by providing administrative support to the clinical team.
- Ensure patients are assisted in a timely and courteous manner by functioning as the primary contact for the practice where you are responsible for scheduling patients' tests, appointments, and procedures.
- Update and maintain the electronic medical records (EMR), coordinate with clinical staff, and submit information to payers for pre-certification approvals.

You have:

- Bachelors Degree
- Experience in an administrative role preferred, Healthcare industry a plus
- Knowledge of medical terminology preferred
- Strong computer skills
- Ability to handle acutely ill patients in stressful situations with a positive demeanor
- Ability to provide at least a 2 year commitment

This role will prepare you for a successful career and allow you to follow a variety of paths within the Center.

Hours: Monday-Friday 9:00am-5:00pm



***In order to be considered for the Physician Office Assistant position, you will be required to pass an online Administrative Assessment. When applying to this position, you will be prompted to take the assessment. It takes about 45 minutes to complete.***

#LI-VM1

MSK is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, age, religion, creed, disability, veteran status or any other factor which cannot lawfully be used as a basis for an employment decision.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

**Duration:** Permanent

**Job Functions:** Healthcare

**Employer Description:**

At Memorial Sloan Kettering (MSK), we're not only changing the way we treat cancer, but also the way the world thinks about it. By working together and pushing forward with innovation and discovery, we're driving excellence and improving outcomes. For the 27th year, MSK has been named a top hospital for cancer by U.S. News & World Report. We are proud to be on Becker's Healthcare list as one of the 150 Great Places to Work in Healthcare in 2016, as well as Glassdoor's annual Employees' Choice Awards 2017. We're treating cancer, one patient at a time. Join us and make a difference every day.

**Employer Locations:** New York, New York

**Allowed School Years:** Senior

**Allowed Majors:** All Majors

**Work Authorization Requirements:** US work authorization is required