



## A Life-Changing Career

# Pathology Reporting Specialist

As a Pathology Reporting Specialist (PRS) at Mayo Clinic, you will work closely with pathologists, laboratories, and other healthcare professionals in a team environment to aid in establishing a diagnosis for the patient, to be documented on a pathology report.

A PRS is integral to the pathology and healthcare teams, ensuring accuracy and completeness of all documents, tests orders, and pathology reports.

Responsibilities include:

- Pathology case management
- Ordering additional tests and stains as requested
- Transcribing clinical, educational, and research documents
- Communicating with clinicians, pathologist, and clients
- Participating in continuous process improvements

### QUALIFICATIONS:

A PRS requires completion of either a formal Medical Secretary Program, associates degree, or Bachelor's Degree in related field, plus one year of relevant healthcare operational function experience (hospital services, medical assistant, desk or appointment functions, relevant laboratory experience), OR a High School Diploma/GED and a minimum of five years of secretarial experience and/or two years of healthcare operational functions.

PRS must be able to adapt to a rapidly changing environment and work collaboratively with a variety of work areas, software systems, and communication tools. PRS must also have the ability to prioritize work, possess a high-level of organizational and attention to detail skills, and excellent written and oral communication abilities.

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