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## Administrative assistant, Medical

**Posted by:** Dr. fady Ghaly

**Posting date:** 03-Aug-2024      **Closing date:** 30-Jan-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Milton

**Salary:** \$22.00 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3672238

## Job description:

**Location:**

Milton, ONL9T 5L8

**Salary:**

22.00 hourly / 32 hours per Week

**Employment conditions:**

Permanent employment, Full time

**Terms of employment:**

Day, Evening, Morning

**Start date:**

Starts as soon as possible.

**Vacancies:**

1 vacancy

**Overview****Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

7 months to less than 1 year

**Responsibilities****Tasks**

- Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review.
- Perform general clerical work, such as ordering supplies and maintaining inventory.
- Cleaning and preparing the examination room before patient appointments.
- Keep up to date with the changes in medical and insurance legislation.
- Process insurance claims in compliance with the law requirements.
- Answer patients' queries and ensure quality customer service.
- Initiate and maintain confidential medical files and records.
- Determine and establish office procedures and routines.
- Explaining the medical procedure to the patients.
- Interview patients to obtain case histories.
- Schedule and confirm appointments.
- Provide customer service.
- Updating patient records.
- Maintain filing system.
- Perform data entry.

**Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Persons with disabilities, Newcomers to Canada, Visible minorities, and Youth.**

**Who can apply to this job?****The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

**How to apply**

By email at [jobs.fadyghaly@gmail.com](mailto:jobs.fadyghaly@gmail.com)