



Medical administrative assistant

Posted by: Zenith Care Inc.

Posting date: 10-Jun-2024 **Closing date:** 07-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Ajax

Salary: \$29.00-40.00 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ3923213

Job description:

Overview

Languages

- English

Education

- Secondary (high) school graduation certificate

Experience

- 1 year to less than 2 years

Responsibilities

Tasks

Interview patients to obtain case histories
Schedule and confirm appointments
Complete insurance and other claim forms
Maintain filing system
Order supplies and maintain inventory
Determine and establish office procedures and routines
Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review
Initiate and maintain confidential medical files and records
Prepare draft agendas for meetings and take, transcribe, and distribute minutes
Perform data entry
Provide customer service

Additional information

Security and safety

- Basic security clearance

Work conditions and physical capabilities

- Attention to detail
- Large caseload

Personal suitability

Accurate
Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility

Initiative
Judgment
Organized
Reliability
Team player

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: applyatmagnum@gmail.com

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