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Medical administrative assistant

Posted by: Zenith Care Inc.

Posting date: 17-Jun-2024 **Closing date:** 14-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: CAJ1789136

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**.