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Medical Administrative Assistant

Posted by: yYoung Medical Clinic

Posting date: 19-Sep-2024 **Closing date:** 18-Mar-2025

Education: High school graduation certificate

Language: English

Job location: Vancouver

Salary: \$28.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2457474

Job description:

yYoung Medical Clinic in Vancouver, BC is looking for an experienced Medical Administrative Assistant.

Job details are as follows:

Location of employment: 2-1721 Main Street, Vancouver, BC, V5T 3B5

Number of position: 1

Job Type: Full time and Permanent

Starting date: as soon as possible

Salary: \$28.00 per hour, 37 to 40 hours per week

Experience: 1 year to less than 2 years

Education: Secondary (high) school graduation certificate

Languages: English

Tasks:

- Coordinate the flow of information
- Interview patients to obtain case histories
- Open and distribute regular and electronic incoming mail and other material
- Schedule and confirm appointments
- Train staff in procedures and in use of current software
- Complete insurance and other claim forms
- Maintain filing system
- Order supplies and maintain inventory
- 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

Work conditions and physical capabilities:

- Fast-paced environment
- Attention to detail

Personal suitability:

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Initiative
- Judgement
- Organized
- Reliability
- Team player

Who can apply to this job?

- Anyone who can legally work in Canada can apply for this job
- If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application

How to apply:

By email: yyoungmedical@outlook.com