



Administrative assistant - medical

Posted by: We Care Rehab Clinic

Posting date: 18-Oct-2024 **Closing date:** 16-Apr-2025

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Stoney Creek

Salary: \$25.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ6483676

Job description:

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
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
Perform data entry
Provide customer service

Experience and specialization

Computer and technology knowledge

MS Word
MS Excel
MS Windows
MS Outlook

Area of work experience

Contracts
Correspondence
Invoices
Reports and records

Additional information

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Attention to detail

Personal suitability

Client focus
Excellent oral communication
Excellent written communication
Organized
Team player

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: jobsforcanada2022@gmail.com

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