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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