



Medical administrative assistant

Posted by: Total Care Pharmacy

Posting date: 11-Jan-2024 **Closing date:** 09-Jul-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Surrey

Salary: \$23.00

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4628300

Job description:

Job Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Salary: \$23.00/hour

Vacancy:1

Responsibilities

Tasks

Interview patients to obtain case histories

Schedule and confirm appointments

Complete insurance and other claim forms

Perform general clerical work, such as 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

Supervise and train other staff in procedures and in use of current software

How to apply

By email

totalcarepharma@hotmail.com

Posted on canadianjobportal.com