

Family Physician's Office

Sackville, NB

MEDICAL ADMINISTRATIVE ASSISTANT

Job Description

We are a family physician's office composed of two doctors located in Sackville, NB and are looking for a Medical administrative assistant to help assure a smooth functioning in our medical facility. You will support day-to-day operations by performing administrative tasks and ensuring positive and healthy communication with patients.

As our medical administrative assistant, you will perform a wide variety of tasks on a daily basis. We are therefore looking for someone who easily multitasks and can prioritize. We obviously will have a very high standard for your ability to handle sensitive information confidentially.

Ultimately you will be the one to ensure our medical facility's smooth operation by accurately completing administrative tasks in a timely manner. So if you have a combination of excellent communication skills, are a highly reliable person and have the ability to perform 'behind the scenes' tasks, we would like to meet you.

Administrative Responsibilities (may include, but not limited to)

- Answer telephone and greet patients
- Interview patient for case histories prior to appointments
- Update and maintain patients' health records
- Assist patients with initial paperwork
- Schedule and coordinate appointments
- Process insurance claims
- Use medical software
- Manage receivable and payable accounts and maintain financial records, handle correspondences and billing
- Answer patients' queries and ensure quality doctor-patient communication
- Collaborate with doctors to help with medical examinations and schedule tests and order supplies
- Ensure compliance with procedures
- Keep up-to-date with changes in medical and insurance billings and legislation

Requirements

- Work experience as a Medical administrative assistant or certification in medical administration
- Hands on experience with medical software, MS Office, Word and Excel
- Knowledge of healthcare operations
- Familiarity with medical and insurance legislation
- Excellent organizational and multitasking skills
- Patient-oriented communication skills

Salary depends on skills and experience.

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