

The Practice

I am a young, dynamic general internist, excited to join the community of Amherst and Cumberland County to start a new practice. I am passionate about quality patient care, fostering positive relationships with patients and colleagues, and maintaining a healthy work-life balance.

My vision is the development and growth of a general internal medicine outpatient practice focused on but not limited to the needs of patients in the community, in particular the comprehensive care required by patients with complex medical needs (for example: hypertension, diabetes, heart disease).

The Candidate

Medical Office Assistant should enjoy interacting with people. They should be comfortable with operating equipment such as computers and photocopiers. In addition, they should be skilled at compiling and organizing information. Key characteristics include:

- Excellent oral and written communication skills
- Good organizational and time management skills
- A mature attitude toward health and wellness
- The ability to follow directions closely and accurately
- The ability to establish professional relationships with patients and earn their confidence.
- The ability to develop strong relationships with other health care professionals.
- The ability to work independently or as a committed team member.

Education

Diploma or Certificate in Medical Office Administration Program, or similar recognized program or equivalent experience.

Key Responsibilities

In general, the Medical Office Assistant may perform any or all of the following duties:

- answer the phone, schedule and confirm medical appointments, greet patients, receive and communicate messages
- use health software, and other computer applications, to book appointments or prepare reports, invoices, financial statements, letters, case histories and medical records
- ask patients questions in order to complete intake forms or other documents. Help patients complete health history forms

- transcribe, from handwritten notes, electronic dictation or oral instructions
- complete insurance and other claim forms
- process payments, bank documents, and accounts receivable
- set up and maintain records management systems. This includes classifying and coding electronic, and hardcopy files
- operate office equipment. This includes voice mail messaging systems, photocopiers, fax machines, and document scanners
- keep examination areas clean, orderly, and stocked with supplies
- use word processing, spreadsheet, database, and presentation software to prepare medical documentation
- perform other clerical and administrative functions. This might involve, for example, ordering and maintaining an inventory of supplies.

Key Duties

As a Medical Office Assistant, you will perform some or all of the following duties:

- schedule and confirm medical appointments
- receive and communicate messages for medical staff and patients
- use a computer to prepare, key in, edit, and proofread medical records, reports, articles, case histories and correspondence from machine dictation, shorthand and handwritten notes. using computers
- ask patients questions in order to complete forms, documents, and case histories
- complete insurance and other claim forms
- Start and continue confidential medical files and records
- prepare financial statements and billing procedures
- order supplies and maintain inventory
- address maintenance, operation and replacement of practice equipment.
- decide and establish office procedures and routines
- may supervise and train other staff in procedures and in use of current software.
- Escort patients in and out of examining rooms, clean the room between the patients, and set up simple trays for procedures done in the office.

Salary

Will be based on abilities and experience and reflect similar positions within the region.

Only applicants considered for interview will be contacted after closing of this competition.

Competition will close on December 11, 2019.