



Medical Office Assistant

Description

Terms of Employment: Full Time/Permanent
Position

Duties

- Liaise with patients to schedule appointments, changes to appointments and update physician
- Data entry of medical information and prepare documents and reports for physician review
- Fact gather patient history and keep records up to date
- Ensure all medical records and required forms are completed and on patient file in accordance with confidentiality policies
- Communications between patient and insurance company for insurance claims, as applicable
- Take notes at meetings and draft agendas for physician
- Assist with completing billing and other financial matters
- Maintain inventory levels and ordering supplies when necessary
- Other medical office assistant duties as required

Qualification

- A university degree or college diploma is required in a field relating to health care
- 1 year of work experience in handling medical records is required.
- 1 year of work experience in medical health care field is required.

Closing Date

December 30, 2024

Categories

Business, Finance and Administration

Employer

Trucare Clinic

Location

Inkster

Address

1311 McPhillips Street
Winnipeg, R2X 2L9

Job Type

Permanent

Education Level

College

Wage

\$17.96 - \$17.96

Email

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