



# medical administrative assistant

## Description

### OUR STORY

Established in 2000, Nan Acupuncture Therapy Centre is an esteemed Homeopathic Clinic dedicated to complementary healing and pain-management. Our treatments are designed with care and attention to detail in order to provide a complete holistic approach to the problems you might be having.

Each session starts with a thorough patient evaluation to better understand your unique health questions and concerns. Then we devise a tailored treatment plan that is unique to you. We keep a careful eye on the outcomes and make adjustments as needed.

## Duties

### Responsibilities

- 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
- Enter and format electronically based medical reports and correspondence and prepare

## Closing Date

January 31, 2025

## Categories

Business, Finance and Administration

## Employer

Nan Acupuncture Therapy Centre

## Location

Inkster

## Address

1368 McPhillips Street  
Winnipeg, R2X 2M4

## Job Type

Full-time

## Education Level

College

## Wage

\$20.00 - \$22.00

- spreadsheets and documents for review
- Initiate and maintain confidential medical files and records
  - Prepare draft agendas for meetings and take, transcribe and distribute minutes

## **Qualification**

### Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail

### Personal suitability

- Accurate
- Client focus
- Efficient interpersonal skills
- Organized
- Reliability
- Team player

## **Email**

NanAcuOffice@gmail.com