



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 spreadsheets and documents for review

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

- Initiate and maintain confidential medical files and records
- Prepare draft agendas for meetings and take, transcribe and distribute minutes
- Perform data entry
- Provide customer service

1 vacancy

Qualification

Qualifications

Education

- College/CEGEP
- Traditional Chinese medicine and Chinese herbology

Personal suitability

- Client focus
- Reliability

Email

nanacuoffice@yahoo.com