



# Medical Administrative Assistant

## Description

This job as medical administrative assistant require you to perform a variety of secretarial and administrative duties at the Kennedy Medical Clinic.

## Duties

- Interview patients to obtain case histories
- Schedule and confirm appointments
- Complete insurance and other claim forms
- Maintain filing system
- Order supplies and maintain inventory
- Determine and establish office procedures and routines
- Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review
- Initiate and maintain confidential medical files and records
- Process claims such as health insurance or workers compensation

## Qualification

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- Medical office assistant/specialist
- 2 years to less than 3 years
- MS Word
- Electronic mail
- MS Excel
- Charts, tables, graphs and diagrams
- Correspondence
- Invoices

## Closing Date

December 2, 2025

## Categories

Health

## Employer

Imam Medical Corporation o/a Kennedy Medical Clinic

## Location

Downtown

## Address

203 Kennedy Street  
Winnipeg, R3C 1S8

## Job Type

Full-time

## Education Level

College

## Wage

- Reports and records

\$24.55 - \$24.55