

# Medical Administrative Assistant Job Profile and Description

A **Medical Administrative Assistant** plays an important role in every medical facility no matter what the size of the facility is. Though they are mostly concerned with the administrative functions of facility, they take care of other important factors of the facility as well. A highly demanding job, the medical assistantship requires dedication on the part of the medical administrative assistant. The works and duties of **medical administrative assistant** are as follows

## General Position Responsibilities

- Medical assistant will perform various administrative and clinical duties under the direction of administration and/or clinician
- Schedule appointments
- Maintain medical records,
- Do some selected billing, and coding for insurance purposes
- Answering calls for appointments
- May assist the clinicians in examining and treating patients
- Refer patients to appropriate staff concerning queries about medicines and treatment
- Maintain records of purchased equipment and other medical supplies
- Initiate and maintain correspondence with patients and insurance companies

## Skills and Specifications

- Medical assistants must have good communication skills and must be caring towards patients
- They should be willing to work under pressure
- They must be understanding and answer all questions of the patients as simply as possible
- They must use discretion while maintaining patient confidentiality
- They must be in a good health and have a positive personality
- Task management skills
- Computer literacy
- Knowledge of medical terminology (or willing to do in clinic DVD training)
- Basic bookkeeping knowledge
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## Education and Qualifications

One needs to have at least a high school degree, preferably a bachelor's degree for this job. A diploma or degree in applied sciences will also prove to be beneficial. One must

have training in all important administrative and clinical procedures. Experience working in a medical clinic setting or in a medical field will be an asset.

### **Specific tasks for McCloud Healthcare Clinic**

- Human Resources Support
  - Monitor practitioner licensing and continuing medical education requirements and make recommendations
  - Monitor staff annual medical and testing requirements
  - Insure staff and board are HiPAA trained
  - Monitor staff annual evaluations and inform administrator
  - Payroll
  
- Program Operations
  - Telemedicine program oversight
  - Medical Supply Inventory and ordering (with RN)
  
- Facility
  - Security system
    - Keep security system current and insure codes are secure. Make appropriate contacts with company
  
- Front Office
  - Patient scheduling
  - Records maintenance
  - Patient phone triage
  
- Individual will be part of the clinic administrative team and will work closely with administrator which include but are not limited to the following areas
  - Grant management support
  - Personnel
  - Clinic operations