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Administrative assistant, medical

Posted by Dr. Fady Ghaly

Job Details

Posting Date: 03-Dec-2024

Closing Date: 23-Dec-2024

Location: Milton

Salary: \$22.00 Per Hour

Job Requirements

Education: Secondary (high) school graduation certificate

Language: ENGLISH

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job ID: YJ5120422

Job Description

Job details

Location:

Milton, ONL9T 5L8

Salary:

22.00 hourly / 32 hours per Week

Terms of employment:

Permanent employment Full time

Conditions of employment:

Day, Evening, Morning

Start date:

Starts as soon as possible

Vacancies:

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Responsibilities

Tasks

- Enter and format electronically based medical reports and correspondence and prepare
- spreadsheets and documents for review.
- Perform general clerical work, such as ordering supplies and maintaining inventory.

- Cleaning and preparing the examination room before patient appointments.
- Keep up to date with the changes in medical and insurance legislation.
- Process insurance claims in compliance with the law requirements.
- Answer patients' queries and ensure quality customer service.
- Initiate and maintain confidential medical files and records.
- Determine and establish office procedures and routines.
- Explaining the medical procedure to the patients.
- Interview patients to obtain case histories.
- Schedule and confirm appointments.
- Provide customer service.
- Updating patient records.
- Maintain filing system.

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Persons with disabilities, Newcomers to Canada, Visible minorities, and Youth.**

Who can apply to this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada.

Other candidates with or without a valid Canadian work permit.

How to apply

By email at jobs.fadyghaly@gmail.com