



<https://medicarenz.com/job/medical-office-assistant/>

Medical Office Assistant

Description

Job Description:

We are seeking a highly organized and detail-oriented **Medical Office Assistant** to join our healthcare team. The ideal candidate will provide administrative and clerical support to ensure the smooth operation of the medical office. Responsibilities include managing patient records, scheduling appointments, handling insurance claims, and assisting healthcare professionals with daily tasks. The Medical Office Assistant will play a key role in delivering excellent patient service and maintaining an efficient medical environment.

Responsibilities

Key Responsibilities:

1. Administrative Support

- Greet and assist patients, ensuring a welcoming environment.
- Schedule and confirm patient appointments efficiently.
- Answer phone calls, emails, and inquiries in a professional manner.
- Maintain and update patient records, ensuring confidentiality and accuracy.
- Handle medical billing, insurance claims, and payment processing.

2. Patient Assistance

- Guide patients through the check-in and check-out process.
- Collect and verify patient information, including medical history and insurance details.
- Provide necessary forms and documentation to patients.
- Assist in coordinating referrals and follow-up appointments.

3. Office Management & Compliance

- Maintain office supplies and ensure medical forms are stocked.
- Ensure compliance with healthcare regulations and patient privacy laws (e.g., HIPAA).
- Organize and manage electronic and physical medical records.
- Assist healthcare professionals with clerical duties, including preparing reports and correspondence.

4. Communication & Coordination

- Liaise between patients, doctors, nurses, and insurance companies.
- Ensure smooth workflow by coordinating between departments.
- Communicate test results and appointment reminders to patients as directed.

Hiring organization

Medi Care

Employment Type

Full-time

Duration of employment

2 Years, Extendable

Industry

Medi Care Out Source

Job Location

New Zealand

Working Hours

9:00 to 18:00

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Qualifications

Qualifications & Requirements:

- **Education:** High school diploma or equivalent; diploma/certificate in Medical Office Administration is a plus.
- **Experience:** [Specify required experience, e.g., 1+ years in a medical office or healthcare setting].
- **Skills:**
 - Strong organizational and multitasking abilities.
 - Excellent communication and customer service skills.
 - Proficiency in electronic medical records (EMR) and office software (e.g., MS Office).
 - Basic knowledge of medical terminology and insurance billing procedures is preferred.

Job Benefits

Why Join Us?

- Competitive salary and benefits package.
- A professional and supportive work environment.
- Opportunities for career growth and development.
- Hands-on experience in the healthcare industry.

If you are a dedicated professional with strong administrative skills and a passion for healthcare, we encourage you to apply.

Contacts

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