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## Medical administrative assistant

**Posted by:** Zenith Care Inc.

**Posting date:** 17-Jun-2024      **Closing date:** 14-Dec-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Ajax

**Salary:** \$29.00 - 40.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** DISJ2034391

## Job description:

### Overview

#### Languages

- English

#### Education

- Secondary (high) school graduation certificate

#### Experience

- 1 year to less than 2 years

## **Responsibilities**

### **Tasks**

- 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
- Prepare draft agendas for meetings and take, transcribe, and distribute minutes
- Perform data entry
- Provide customer service

## **Additional information**

### **Security and safety**

- Basic security clearance

### **Work conditions and physical capabilities**

- Attention to detail
- Large caseload

### **Personal suitability**

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Judgment

Organized  
Reliability  
Team player

### **Who can apply to this job?**

#### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.