**Position Title:** Certified Medical Office Assistant

**Summary:** The Certified Medical Office Assistant is an Entry Level position designed to support day-to-day operations of a medical office, dentist office, optometrist, etc. by performing administrative tasks and ensuring high quality customer service for our patients.

**Job Description**

 Update and maintain patients’ health records

 Assist patients with initial paperwork

 Schedule and coordinate appointments

 Process insurance claims in compliance with law requirements

 Use medical software to support all transactions

 Manage receivable and payable accounts and maintain financial records

 Answer patients’ queries and ensure quality customer service

 Collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies

 Ensure compliance with procedures

 Keep up-to-date with changes in medical and insurance legislation

**Requirements**

 Hands on experience with medical software and MS Office

 Knowledge of healthcare operations

 Familiarity with medical and insurance legislation

 Excellent organizational and multitasking skills

 Customer-oriented communication skills

 High school diploma

**Skills/Certifications**

BLS CPR Certified

Stop the Bleed Training

Experience in taking and recording blood pressure, pulse, temperature, respiration, height and weight