

# Back Office Medical Assistant Job Description

---

- Perform administrative tasks to support the back-office operations of a medical facility or clinic
- Manage and maintain patient records, ensuring accuracy and confidentiality
- Schedule appointments, follow-ups, and referrals for patients
- Coordinate and organize medical charts, files, and documents
- Prepare and process medical insurance claims and billing information
- Assist with medical coding and ensure adherence to coding guidelines
- Communicate with patients regarding test results, prescription refills, and general inquiries
- Responsible for incoming and outgoing correspondence, such as emails and phone calls
- Prepare examination rooms and ensure cleanliness and proper stocking of supplies
- Assist healthcare providers during examinations, procedures, and treatments
- Take and record vital signs, patient histories, and other relevant information
- Perform basic medical procedures, such as collecting specimens, administering medications, and dressing wounds
- Handle inventory of medical equipment and supplies
- Collaborate with other healthcare professionals to ensure smooth workflow and patient care
- Adhere to medical and legal regulations, including HIPAA guidelines
- Provide support and assistance to physicians, nurses, and other healthcare staff as needed
- Stay updated on industry trends, regulations, and best practices related to back-office medical assisting.