

Medical Administrative Assistant Job Description

- Work with a team to establish efficient medical procedures and follow those procedures accordingly
- Meet with the Medical Director weekly to be mentored and given personal responsibilities
- Ensure all lab work are completed and placed in the medical record prior to patient's visit
- Responsible for entering lab scans and values into the medical record
- Work together with the front office to ensure effective process for receiving lab work is maintained
- Prepare new guest binders and medical charts
- Prepare and restock exam rooms
- Assist the medical personnel with preparation and revision of documents, scanning of medical records, and general clerical duties
- Responsible for answering incoming calls
- Schedule medical appointment for doctors
- Collaborate with medical records
- Develop data bases and spreadsheets and maintain them
- Quickly prepare reports for emergency cases.