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# Example of Bilingual Medical Assistant Job Description

Our company is looking for a bilingual medical assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for bilingual medical assistant

* Participate in the recruitment of qualified clinical staff, including interviewing and recommendation for hire
* Complete computer-based Wellness Plan reviews for clients who have updated medical documents from outside treating providers
* Provide direct input on medical education and training priority areas for healthcare personnel
* Work with the Deputy Medical Director of Comprehensive Assessments to establish and/or maintain collaborative relationships with the health provider community
* Assisting in several facets of patient scheduling for Desert Radiology
* Taking inbound calls from patients calling to schedule their appointments (referral should already be in the system)
* Scheduler will also be taking any inbound calls from messages left for patients
* Employee may need to make outbound calls as directed by business need
* May also direct clinical personnel
* A Day in the Life You will assist in answering and scheduling inbound outbound patient calls

## Qualifications for bilingual medical assistant

* Certificate or Degree/Diploma as Medical Assistant
* QBS Level II Testing - Spanish
* Medical Assistant Certification required(CMA, NRCMA, RMA, CCMA)
* Bilingual English and Spanish-Must be able to speak, read, and write in both languages without limitations or assistance
* One to two years related experience in the lab highly preferred
* Bilingual (fluent in Spanish/English) high preferred