Downloaded from <https://www.velvetjobs.com/job-descriptions/front-office-medical-assistant>

# Example of Front Office Medical Assistant Job Description

Our company is growing rapidly and is looking to fill the role of front office medical assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front office medical assistant

* Ensures the patient and provider are prepared for the visit
* Ensures the patient's questions are answered prior to leaving
* Provides excellent patient service through effective communication both over the phone and in person
* Completes appropriate documentation including patient registration if necessary
* Handles other duties as assigned effectively and efficiently
* Answer multiline telephone for branch office
* Order office supplies and medical supplies for branch
* Scan documents and uploading files into the electronic medical records system, Homecare Homebase
* Receive and process Accounts Payable and route to corporate office
* Answer busy multiline telephone for agency office

## Qualifications for front office medical assistant

* American Registry of Medical Assistants
* National Center for Competency Testing
* American Association of Medical Assistants
* National Healthcareer Association
* Graduate of approved MA program
* At least 1 year of front and back office experience