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# Example of Medical Administrative Assistant Job Description

Our growing company is searching for experienced candidates for the position of medical administrative assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for medical administrative assistant

* Maintaining appropriate medical care and proper records to ensure that annual audits are well within compliance as per OPWDD regulations
* Front-end input of new applications
* Underwriting requirements
* Letter generation
* May provide back up support to higher level management as needed
* May include some support for tracking budget expenditures
* May train/coordinate work for new administrative assistants
* May perform additional duties such as, rooming patients, measuring height, weight, vital signs, hearing, vision, , and maintaining record on electronic medical record
* Reviews Daily Schedule for missing Operative Reports
* Delivers operative and pathology reports to coder

## Qualifications for medical administrative assistant

* Ability to handle and resolve conflicts in a professional and tactful manner
* Work is performed in an office setting
* 1+ year of previous Administrative experience within a Healthcare facility
* Must possess a desired interest in learning the Federal regulations governing the protection of human research subjects
* Developing knowledge of ethical principles related to participation of humans in research (essential)
* Ability to effectively communicate with researchers