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# Example of Medical Administrative Assistant Job Description

Our company is hiring for a 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

* Draft emails to doctors, CEO's and industry leaders, therefore excellent typing skills are a must
* Monitor the front desk and attend to the phone system for the office
* Purchase office supplies for the team
* Perform any additional administrative tasks that the team requires
* Provide the manager and/or other staff members with complete and timely background information on all telephone calls and correspondence
* Provide routine administrative support to staff to facilitate timely communication of information
* Prepare and type routine and confidential correspondence and memos
* Verify coverage and eligibility, and complete appropriate paperwork
* Interview patients for case histories prior to appointments
* Update and maintain patients' health records

## Qualifications for medical administrative assistant

* Fluent in speaking and writing German and English
* Good organization and detail-oriented skills
* Prior experience in field or related area
* Ability to maintain professional appearance and behavior
* Effective organizational, multi-tasking and follow-up skills
* Ability to make administrative and procedural decisions and judgments on sensitive and confidential issues