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

# Example of Medical Administrative Assistant Job Description

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

## Responsibilities for medical administrative assistant

* Process insurance claims in compliance with law requirements
* Use medical software to support all transactions
* Manage receivable and payable accounts and maintain financial records
* Answer patients' queries and ensure quality customer service
* Collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies
* Ensure compliance with procedures
* Keep up-to-date with changes in medical and insurance legislation
* Maintains and files correspondence, cards, invoices, and other classified records arranged systematically in a file according to an established system
* Greets and checks-in patients
* Answers phones and handles calls in an efficient and friendly manner

## Qualifications for medical administrative assistant

* Proficient in Outlook for calendaring and emailing
* Good spelling, grammar and punctuation skills
* Ability to format documents, agendas and presentations
* Multi-line telephone skills
* Able to keyboard 55 wpm
* Ability to work unscheduled overtime on an as-needed basis