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# Example of Medical Support Assistant Job Description

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

## Responsibilities for medical support assistant

* Supports patient safety standards using the correct Veteran Affairs identification of all patients
* Responsible for providing intake support and ensure pre-registration, insurance capture, and other intake/check-in duties are complete
* Responsible for scheduling and utilizing the Electronic Wait List (EWL) accurately and in a timely manner
* Verifies eligibility/entitlement for benefits of all applicants using various methods
* Knowledge of enrollment, eligibility, and beneficiary travel and responsible for accurately entering annual Eligibility/Means Test and completing registration for New Veterans, ensuring all paperwork associated with the above duties are properly routed for consistency review and scanning
* Incumbent must have knowledge of and be able to provide information about VA Medical Care Cost Recovery Program to patients regarding insurance data collection
* Incumbent processes medical releases' of information (ROI) requests for information from patient's medical records for release to appropriate facility, agency or physician
* Receive patients, visitors and answers telephone calls and refer them to the appropriate staff
* Retrieve and file medical records
* Transcribe health care provider orders and medical data

## Qualifications for medical support assistant

* Knowledge and application of Preferred Purchase Care guidelines
* Perform a full range of miscellaneous support duties such as receive mail, escort patients when necessary, deliver specimens, retrieves test results
* Critical thinking skills to help resolve problems from late appointments to emergencies that may effect appointment times
* Applicants must be within 50 mile radius of the Charleston, WV CBOC
* The Supervisory Medical Support Assistant serves as first line supervisor over the Medical Support Assistants
* Responsible for planning, organizing and evaluating work of the Medical Support Assistants