



Example of Medical Office Administrator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a medical office administrator. 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 office administrator

- Provide coverage of patient check-out responsibilities and other growth opportunity assignments such as billing and collections as directed
- Perform high level review against a local coverage determination (LCD)
- Coordinate new amputee care
- Prepare patient rooms
- Participate in inventory process
- Order devices
- Confirm device status
- Confirm timely delivery with the manufacturing or fabrication team
- Willing to travel to Cooperstown location with office coverage as needed
- Supervise assigned personnel overseeing scheduling and time keeping records

Qualifications for medical office administrator

- Bilingual and able to read, write and speak both English and Spanish proficiently
- Working experience in the front office within the medical field
- NexGen experience very helpful
- Flexible and able to travel within Denver Metro area
- Advanced degree (MBA, MHA, MD, JD) preferred

