



Example of Travel Medical Job Description

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Our growing company is searching for experienced candidates for the position of travel medical. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for travel medical

- Follows opening and closing procedures as required
- Manages project activity for related expenses to include requesting payment for any booked airfare at the time of the booking making sure any expenses that need to be reimbursed are properly handed over to the expense manager
- Processes check request for payment (wire transfers) to field offices for reimbursement of in-country flights, Codes any project invoices appropriately
- Participates in conferences, specific meetings and reports as indicated
- Performs all duties at the expert level within the scope of a Medical Assistant's scope of practice
- Ensures that all MAs are aware of training they must receive to continually improve performance
- Transmits patient education when appropriate through the use of preprinted education materials, links
- Assists customers with inquiries and/or problem resolution in a professional and composed manner and escalates to manager as appropriate
- Travels within a designated demographic area to work at other branches
- Answers telephones, routes calls, takes, and relays accurate phone messages

Qualifications for travel medical

- Language skills - Ideally French, Spanish, Russian, Portuguese or Bulgarian speakers but candidates speaking another language will be considered

- Experience working in a Primary Care and Specialty office environment preferred
- Experience in Line managing
- Experience in performing business development activities