

Polyclinic Family and Specialty Medicine is currently seeking a successful candidate to fill the position of Medical Administrative Assistant. This is a full-time position that may include early morning, evening and Saturday work.

We are looking for a courteous and charismatic person, who possesses strong interpersonal and customer service skills, is well organized, proficient in the use of medical software and is familiar with medical terminology.

*The successful candidate **must be fluent in English.***

The successful candidate will work well under pressure and be a strong team player.

JOB DESCRIPTION

- *Scanning important documents and assigning to specific files*
- *Answering telephone calls in a professional and polite manner*
- *Greeting, registering and scheduling patients*
- *Handling patient inquiries, booking appointments*
- *Practicing discretion and respect for confidential medical documentation*
- *Preparing and sending documents, updating patient files*
- *Adhering to clinic systems and protocol*
- *Administer and explain patient registration forms*
- *Working with medical staff to ensure quality patient care and services are provided*
- *Clearly communicate with patients, physicians and coworkers*

- *If you believe you have the qualifications, experience and skills to fill this role, please include your resume when replying to this posting.*

**Please note that only suitable candidates will be contacted*