

Medical Administrative Assistants

Medical Administrative Assistants are professionals who provide administrative and clerical support in healthcare settings, ensuring smooth office operations and efficient patient care. They manage patient records, schedule appointments, and assist medical staff with documentation and communication tasks.

Duties and Powers

- Schedule patient appointments, procedures, and follow-ups.
- Maintain and organize patient medical records, ensuring accuracy and confidentiality.
- Handle correspondence, phone calls, and inquiries from patients, staff, and external agencies.
- Assist in preparing medical documents, reports, and billing information.
- Manage patient registration, insurance claims, and billing processes.
- Coordinate with healthcare providers, laboratories, and pharmacies for patient care.
- Operate office equipment, electronic health record (EHR) systems, and other administrative tools.
- Ensure compliance with healthcare regulations, privacy laws, and office policies.
- Support medical staff with documentation, data entry, and procedural workflows.
- Provide information and guidance to patients regarding services, procedures, and policies.