

Position Title: Medical Front Office Assistant**Supervisor: Front Office Manager****General Purpose:**

Job description

The Medical Front Assistant should be comfortable undertaking a variety of activities in the office, including interacting with patients, scheduling, filing, answering the phone, organizing documents, and more. Reliability and a strong work ethic combined with great communication skills are a must. Only fluent English and Spanish bilingual candidates will be considered.

Front Office Duties and Responsibilities:

- Greet clients and set a positive office atmosphere.
- Organize and maintain patient records, update when necessary.
- Operate office equipment, such as photocopiers, printers, etc.
- Proficient skills working with EMRs.
- Protect patient information and rights to maintain confidentiality with both personal and financial information.
- Maintains operation by the following policies and procedures; reporting needed changes.
- Contributing to team efforts by accomplishing necessary responsibilities defined in your role.

Front Office Requirements and Qualifications:

- High school diploma or equivalent; associate degree preferred.
- Successful work experience in a medical front office setting.
- Excellent typing skills.
- Solid knowledge of Microsoft Office.
- Outstanding communication skills.
- Great organizational and multitasking abilities.