

Mankind All India Jobs – Job Change For Medical Assistant Post

Hiring organization
Mankind

Job Location

India
Remote work from: IND

Date posted
February 17, 2024

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Valid through
31.08.2024

Base Salary

USD 15 - USD 31

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind All India Jobs

As a Medical Assistant at Mankind, you will play a vital role in supporting our healthcare team and ensuring a smooth and positive experience for our patients. You will assist with a variety of administrative and clinical tasks, working closely with physicians, nurses, and other healthcare professionals. This is an excellent opportunity for a motivated and compassionate individual to gain valuable experience in the medical field and make a meaningful contribution to patient care.

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Responsibilities:

- **Administrative:**
 - Schedule appointments, maintain patient records, and process insurance claims.
 - Answer phones, greet patients, and manage the flow of traffic in the clinic.
 - Prepare paperwork and documentation for appointments and procedures.
 - Assist with billing and coding tasks.
- **Clinical:**
 - Take vital signs, including temperature, blood pressure, pulse, and weight.
 - Prepare patients for examinations and procedures.
 - Assist with minor medical procedures under the supervision of a physician or nurse.
 - Collect and process laboratory specimens.
 - Administer medications as directed by a physician or nurse.

- Educate patients about their conditions and medications.
- **Other:**
 - Maintain a clean and sterile work environment.
 - Ensure compliance with all HIPAA and OSHA regulations.
 - Stay up-to-date on medical terminology and procedures.
 - Contribute to a positive and professional team environment.

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Mankind Careers

Skills and Qualifications:

- High school diploma or equivalent.
- Certification as a Medical Assistant (preferred).
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Compassionate and patient-centered approach.
- Proficient in Microsoft Office Suite.
- Experience in a medical setting (preferred).

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