

Horizon Family Practice

Interested candidates please email: shakil.mir@gmail.com

MEDICAL OFFICE ASSISTANT (MOA)

DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Managing schedules for all members of the team.
- Answering telephone. Responding to telephone calls and booking accordingly.
- Confirming appointments.
- Managing the Task Manager for both CDC and Complex Care plan (CCP) refer.
- Developing and managing patient registries.
- Maintaining electronic medical records and paper filing systems.
- Apply 24 hour blood pressure monitor on patients, explain procedure for use to patient, and follow up with data for physician.
- Set up and take down room.
- Review charts and flag all patient appointments to identify those requiring CCPs, disease specific follow up, and complete medicals.
- Document patient's email address on file and ask patient if they would like an email reminder.
- Prepare all folders for groups and pre-schedule appointments for the following year.
- Collect and record height, weight, waist circumference, and blood pressure data for all patients attending group medicals.
- Keep inventory of all supplies and make copies of required documents.