

Medical administrative assistant

Mercy Medical Clinic Inc.

Job ID
51414

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LOCATION	DATE POSTED	EXPIRY DATE	
Coquitlam, BC V3K 6P9, Coquitlam, BC British Columbia	16-09-2026	15-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38.60	3 years to less than 5 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Employer Information:

Company name- Mercy Medical Clinic Inc.

Business Address- Coquitlam, BC ,V3K 6P9

Position Description: Medical Administrative Assistant

Permanent Position:

No. of Vacancies: 1

Terms of Employment: Permanent Employment-Full Time

Anticipated Start date: As soon as possible

Salary and Benefits: 38.60 hourly / 35 hours per week

Wage rate: Job Requirements:

Education: College, CEGEP or other non-university certificate/diploma from a program of 1 year to 2 years.

Experience:3 years to less than 5 years

Language: English

Tasks

Coordinate the flow of information

Interview patients to obtain case histories

Schedule and confirm appointments

Train staff in procedures and in use of current software

Complete insurance and other claim forms

Maintain filing system

Determine and establish office procedures and routines

Enter and format electronically based medical reports and correspondence and prepare spreadsheets and documents for review

Initiate and maintain confidential medical files and records

Prepare draft agendas for meetings and take, transcribe and distribute minutes

How to apply:

By mail

14856 75A Avenue

Surrey, BC

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