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Mankind Recruitment 2024 – Vacancy Job Alert – Medical Assistant Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
January 4, 2024

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Valid through
31.08.2024

Base Salary

USD 15,000 - USD 20,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Recruitment 2024

As a Medical Assistant, you will play a vital role in supporting our team of healthcare professionals by performing administrative and clinical duties. You will have the opportunity to interact directly with patients, assist with examinations and procedures, and contribute to the overall efficiency of our clinic/hospital.

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Mankind Jobs Near Me

Responsibilities:

- Greet and register patients, update medical histories, and take vital signs.
- Prepare patients for examinations and procedures.
- Assist physicians and nurses with examinations and treatments.
- Administer medications (as allowed by state regulations).
- Collect and prepare laboratory specimens.
- Educate patients on medications, diagnoses, and preventive care.
- Schedule appointments and manage patient flow.
- Maintain patient records and medical charts.
- Process insurance claims and handle billing tasks.
- Answer phones, emails, and patient inquiries.
- Maintain a clean and organized work environment.

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Mankind Careers

Skill:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficient in computer applications, including electronic medical records (EMR).

Important Links Compassionate and patient-centered approach

Find the Link in [Apply Now](#) Button

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