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Mankind Pharma Job Vacancy – Medical Assistant Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IN

Date posted
September 17, 2024

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Valid through
31.12.2024

Base Salary
USD 14 - USD 25

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Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Job Summary:

Mankind Pharma is seeking a highly skilled and dedicated Medical Assistant to join their team. The successful candidate will provide administrative and clinical support to healthcare professionals, ensuring the delivery of high-quality patient care.

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Key Responsibilities:

Administrative Tasks:

Assist in maintaining accurate and up-to-date patient records, including data entry and filing. Manage front desk operations, including answering phone calls, scheduling appointments, and handling patient inquiries. Prepare and distribute medical reports, test results, and other documents as required.

Clinical Support:

Assist healthcare professionals with patient examinations, procedures, and treatments. Take vital signs, prepare patients for exams, and maintain a clean and organized clinical environment. Administer medications, vaccinations, and other treatments as directed by healthcare professionals.

Patient Care:

Provide exceptional patient care, including educating patients on medications, treatments, and healthy lifestyle habits. Address patient concerns, answer questions, and provide emotional support as needed. Maintain patient confidentiality and adhere to HIPAA regulations.

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Requirements:

Education:

Diploma or degree in Medical Assisting or a related field.

Experience:

Minimum 1-2 years of experience as a Medical Assistant.

Skills:

Excellent communication, organizational, and time management skills. Ability to work effectively in a fast-paced environment. Strong attention to detail and accuracy. Basic computer skills and familiarity with electronic medical records.

Certifications:

Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) certification preferred.

Working Conditions:

Work in a fast-paced clinical environment with frequent exposure to infectious diseases. Ability to lift up to 25 pounds and stand for long periods.

What We Offer:

Competitive salary and benefits package. Opportunities for professional growth and development. Collaborative and dynamic work environment.

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