



<https://phoenixvirtualstaff.com.ph/job/medical-administrative-assistant/>

## Medical Administrative Assistant

### Description

The Medical Admin Assistant plays a key role in supporting daily administrative and operational functions within a healthcare setting. This position is responsible for managing electronic medical records, handling communications with clients and caregivers, coordinating schedules, and supporting referral and recruitment activities. The ideal candidate is highly organized, detail-oriented, and able to multitask in a fast-paced environment while maintaining clear, professional communication.

### Responsibilities

- Manage and accurately navigate EMR systems
- Monitor phone lines and handle inbound and outbound calls professionally
- Conduct client and caregiver intake and maintain accurate records
- Respond promptly to inquiries from clients, caregivers, and internal staff
- Coordinate scheduling, appointments, and follow-ups
- Call referrals and ensure timely follow-up communication
- Maintain and update client, caregiver, and referral information
- Assist with documentation and administrative reporting as needed
- Support recruitment activities, including coordinating interviews and follow-ups
- Ensure compliance with company policies and healthcare regulations

### Qualifications

- Minimum of 3 years of experience in a medical or administrative role
- Proven experience working with EMR systems
- Excellent verbal and written communication skills
- Ability to speak clearly with a neutral/American accent
- Strong multitasking abilities and time-management skills
- High level of organizational and attention-to-detail skills
- Professional phone etiquette and customer service skills
- Ability to work independently with minimal supervision
- Proficiency in basic computer applications (email, scheduling tools, data entry)

### Hiring organization

Phoenix Virtual Solutions

### Employment Type

Full-time

### Job Location

Remote work possible

### Working Hours

U.S. time zone schedule

### Date posted

March 25, 2026

- Reliable, adaptable, and able to work effectively in a fast-paced environment