



<https://reliablestaffing.com/job/medical-assistant-in-abilene-rsabl8001/>

Medical Assistant-Full Time RSABL8001

Description

8am – 5pm Monday – Friday

Join our dynamic healthcare team as a Medical Receptionist, where you will be the welcoming face and efficient coordinator at the front desk of a busy medical practice. Your energetic and professional approach will ensure smooth daily operations, exceptional patient service, and accurate administrative support. This role offers an exciting opportunity to utilize your clerical expertise, medical knowledge, and customer service skills to make a positive impact on patient experiences and clinic efficiency.

Job Location

Abilene, TX

Valid through

13.10.2030

Base Salary

\$ 15.00

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

Send Resumes to Karen Hardy at: <mailto:clientservices@reliablestaffing.com>

clientservices@reliablestaffing.com.

214-390-4527

Skills

Responsibilities

- Greet patients warmly, verify their appointment details, and assist with check-in procedures using Electronic Health Record (EHR) systems such as Epic, Meditech, Athenahealth, or eClinicalWorks.
- Manage patient scheduling efficiently, coordinating appointments with healthcare providers and handling rescheduling as needed.
- Collect and process medical payments and insurance claims using medical billing and coding knowledge, including CPT coding, ICD-9/10 codes, and Medicare requirements.
- Maintain accurate medical records by reviewing documentation for completeness and ensuring compliance with HIPAA and clinical confidentiality policies.
- Handle phone communications professionally, providing clear information to patients regarding appointments, insurance inquiries, or general clinic questions while practicing excellent phone etiquette.
- Assist in verifying insurance coverage and processing claims related to health insurance plans; stay updated on health insurance policies and billing procedures.
- Support clinical staff by managing electronic health records (EHR)

management, filing medical documents, and performing administrative tasks such as data entry with high typing accuracy (including 10-key typing).

Qualifications

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- Proven experience in a medical office environment or clinic setting with strong familiarity with EMR/EHR systems such as Epic, Meditech, Athenahealth, or eClinicalWorks.
- Knowledge of medical terminology, medical coding (ICD-10/ICD-9), CPT coding, and health insurance processes including Medicare billing.
- Excellent customer service skills with the ability to communicate effectively via phone and in person while maintaining professionalism under pressure.
- Strong computer skills including proficiency in Microsoft Office Suite (Word, Excel) for documentation review and administrative support tasks.
- Bilingual abilities are highly desirable to serve diverse patient populations effectively.
- Ability to handle sensitive information with discretion in accordance with HIPAA regulations.
- Previous experience managing medical records, scheduling appointments, performing clerical duties such as filing or 10-key typing is preferred.

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