



<https://ardentus.com/job/virtual-medical-assistant-remote-staff/>

Virtual Medical Assistant/Remote Staff

Description

- **Pay Rate:** Highest in the industry
- **Job Type:** Non-voice, full-time, 100% remote, work from home
- **Shift:** Day shift
- RN with PRC license preferred but not required

Responsibilities

- Back-office support for US-based doctors and other healthcare professionals in their clinical practice
- Process clinician orders, referrals, forms, documents, EHR/Tech-related tasks
- Other non-voice back-office tasks assigned by the clinician and/or administrator
- Deliver quality work on time and on a consistent basis
- Thrive in an independent work environment
- Detail oriented, leave nothing to chance
- Concentrate on the job at hand and not multitasking
- Hold yourself accountable for work completed
- Self-starter, can work under pressure with less supervision
- Collaborate with client's in-office staff

Qualifications

- RN with PRC license preferred but not required
- Bachelor's degree in any healthcare-related course or equivalent
- Experience as a virtual medical assistant in a BPO is a big plus
- Experience as a nurse in a clinic or hospital is a big plus
- Knowledge of medical terminology and human anatomy
- Laptop and/or desktop
- Typing speed 30+ WPM
- Excellent English language listening, writing, and speaking
- Private space to work to maintain privacy of sensitive patient information
- Fiber optic connectivity with a minimum speed of 25 Mbps. Backup internet connection
- Noise-cancelling headset

Job Benefits

- Training and mentoring
- No surveillance software
- We focus on results rather than time-based
- Meaningful work that impacts people's lives
- Upward mobility based on performance
- A chance to add experience that will better your prospects in the future
- Assigned to a team led by a supervisor for support, collaboration, growth, and fun

Employment Type

Full-time

Industry

Healthcare

Job Location

Multiple work locations

Remote work possible

Date posted

July 27, 2022

- Supportive management for your professional and personal growth
- Ethos of mindfulness and social responsibility
- Working with us will result in a better version of yourself

Contacts

Please include in your CV the names and contact information of your references.