4/28/17

Johns Hopkins

**MEDICAL OFFICE ASSISTANT (151409)**

Johns Hopkins University

Rockville, MD

Requisition Number **151409** - Posted **04/10/2017** - **Clerical and Administrative Support** - **Johns Hopkins Community Physicians** - **Day Shift** - **Full Time (40 hours)** - **Weekend Work Not Required** - **Other Jobs** - **Rockville, MD**

Johns Hopkins Health System employs more than 20,000 people annually.  Upon joining Johns Hopkins Health System, you become part of a diverse organization dedicated to its patients, their families, and the community we serve, as well as to our employees.  Career opportunities are available in academic and community hospital settings, home care services, physician practices, international affiliate locations and in the health insurance industry.  If you share in our vision, mission and values and also have exceptional customer service and technical skills, we invite you to join those who are leaders and innovators in the healthcare field.

The Medical Office Assistant in the managed care practice provides for the smooth flow of patients through the practice, for the proper disposition of telephone calls that are received by and originate from the practice and for the coordination of patient appointments and correspondence. Offers friendly, courteous assistance to every customer to ensure that they have a positive, professional experience while at JHCP.  
  
Must successfully pass all required training to obtain security access to perform role. Includes, but not limited to: Electronic medical record training, Insurance training-foundations, government and commercial.

* JH Community Physicians Heart Care Rockville - Rockville, Maryland
* Full Time (40 hours)
* High school diploma or GED equivalent required.
* Two years' work experienced preferred.

Johns Hopkins Health System and its affiliates are an Equal Opportunity / Affirmative Action employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity and expression, age, national origin, mental or physical disability, genetic information, veteran status, or any other status protected by federal, state, or local law. Johns Hopkins Health System and its affiliates are drug-free workplace employers.