



Business phone: (510) 452-4626  
 Toll-free: (800) 704-8391  
 Fax: (510) 452-4642  
 Locations on the East and West Coasts

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## CHECKLIST FOR MEDICAL ADMINSTRATIVE POSITION (FRONT OFFICE)

### KEY

Please check the appropriate column of proficiency for each skill or patient care situation.

Level of Proficiency:

- 0 - Never done**
- 1 - Not done regularly**
- 2 - Six (6) months to one (1) year experience**
- 3 - More than one (1) year experience**

### SPECIALTIES

	0	1	2	3
File Clerk				
Mail Room Clerk				
Micro Film Clerk				
Admissions Clerk				
Appointment Scheduler				
Switchboard				
Receptionist				

	0	1	2	3
Medical Receptionist				
Typist				
Customer Service Clerk				
Telemarketing Clerk				
Computer Data Entry				
General				

### SECRETARIAL: SPECIALTIES

	0	1	2	3
Typist				
Statistical Typist				
Unit Secretary				

	0	1	2	3
Administrative Assistant				
Legal Secretary				
Executive Secretary				

### MEDICAL ASSISTANT: SPECIALTIES

	0	1	2	3
Third Party Billing				
Scheduler				
Front Office				

	0	1	2	3
Insurance				
Word Processor				
Bilingual				



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**CLERICAL, SECRETARIAL, MEDICAL ASSISTANT: SKILLS**

	0	1	2	3
Medical Terminology				
Word Perfect				
Microsoft Word				
Lotus				
Excel				
Harvard Graphics				
Word Star				
Displaywrite				
Wang				
Quicken				
Professional Write				

	0	1	2	3
Macintosh				
DOS				
Windows				
Access				
Electric Typewriter				
Dictation				
Shorthand				
Front Desk				
Office Equipment				
Bilingual				

**CLERICAL, SECRETARIAL, MEDICAL ASSISTANT: MEDICAL AREAS**

	0	1	2	3
Cardiology				
Cosmetic				
Dentistry				
Dermatology				
Ear/Nose/Throat				
Emergency Room				
Endocrinology				

	0	1	2	3
Family Practice				
Gastroenterology				
General Surgery				
Infectious Disease				
Internal Medicine				
Nephrology				
Neurology				

Signature: \_\_\_\_\_ Date: \_\_\_\_\_