


Job Evaluation Rating Document

	Job Title <u>Medical Office Assistant</u> Date <u>October, 2000</u> Revised Date <u>2004; April 4, 2017</u> Revised Date <u>May 16, 2024</u>	Code <u>155</u>
---	---	-------------------------------

Decision Making Has ability to prioritize work. Issues regarding financial transactions and patient appointments may require some minor problem solving from a limited number of pre-existing alternatives. Utilizes discretion when developing methods to coordinate client care with other departments.	Degree <u>2.5</u>
---	---------------------------------

Education Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	Degree <u>3.5</u>
---	---------------------------------

Experience Twelve (12) months previous experience working in an office environment. Nine (9) months on the job to become familiar with medical transcription, billing, office standards, scheduling and department policies and procedures.	Degree <u>5.0</u>
---	---------------------------------

Independent Judgement Performs physician billing according to standard practice. Uses judgement when addressing patient needs and directing them to appropriate care.	Degree <u>3.0</u>
---	---------------------------------

Working Relationships Requires tact to discuss billing issues and inquiries. Requires regular contact with professionals/clients/patients/residents/general public and families.	Degree <u>3.0</u>
--	---------------------------------

Job Title

Medical Office Assistant

Code

155

<p>Impact of Action</p> <p>Inaccurate maintenance of records may affect other related services. Misjudgements in coordination of client appointments may delay related or succeeding services.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Regular physical effort filing and performing computer operation.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort consisting of computer operation and registration duties while listening to clients/patients/residents with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>