

## Cipla Career – Work From Home Jobs – Medical Assistant Posts

**Hiring organization**  
Cipla

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

September 17, 2024

### Valid through

31.12.2024

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### Base Salary

USD 17 - USD 26

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time, Work From Home

### Description

## Job Title: Medical Assistant – Work From Home

### Job Summary:

Cipla is seeking a highly skilled and experienced Medical Assistant to join our team on a work-from-home basis. As a Medical Assistant, you will play a vital role in providing administrative support to our healthcare professionals, ensuring seamless operations, and delivering exceptional patient care.

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### Key Responsibilities:

- **Provide administrative support:** Assist healthcare professionals with daily tasks, such as scheduling appointments, answering phone calls, and responding to patient inquiries.
- **Maintain patient records:** Accurately update and maintain patient records, ensuring confidentiality and compliance with HIPAA regulations.
- **Coordinate patient care:** Facilitate communication between patients, healthcare professionals, and other stakeholders to ensure timely and effective care.
- **Manage medical records:** Organize and maintain medical records, including scanning, filing, and retrieving documents as needed.
- **Perform data entry:** Accurately enter patient data into electronic health records (EHRs) and other systems.
- **Provide customer service:** Respond to patient inquiries, resolve issues, and provide exceptional customer service.

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## Requirements:

- **High school diploma or equivalent required:** A degree in medical assisting or a related field is preferred.
- **2+ years of experience as a Medical Assistant:** Experience in a healthcare setting, preferably in a medical office or clinic.
- **Certification:** Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) certification is preferred.
- **Strong communication and interpersonal skills:** Ability to effectively communicate with patients, healthcare professionals, and other stakeholders.
- **Technical skills:** Proficiency in electronic health records (EHRs), Microsoft Office, and other software applications.
- **Ability to work independently:** Self-motivated and able to work effectively in a remote work environment.

## Work Environment:

- **Work from home:** This is a full-time remote position, requiring a dedicated workspace and reliable internet connectivity.
- **Flexible scheduling:** Ability to work a flexible schedule, including evenings and weekends as needed.

## What We Offer:

- **Competitive salary and benefits package:** Comprehensive benefits, including medical, dental, and vision insurance, 401(k) matching, and paid time off.
- **Opportunities for growth and development:** Professional development opportunities, training, and career advancement possibilities.
- **Collaborative work environment:** A dynamic and supportive team environment that values collaboration and teamwork.

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