

Interview Questions Answers

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About Interview Questions Answers

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Best Of Luck.

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Question - 1:

Do you work well within a team?

Ans:

Some people are thrown when they are asked this Medical Records Clerk question when they are applying for a position to work alone. Every company works as a team, so you are a good team player, give an example of when you have worked well within a team.

View All Answers

Question - 2:

How do you evaluate success As Medical Records Clerk?

Ans:

I evaluate success As Medical Records Clerk in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that the Global Guideline company is recognized for not only rewarding success but giving employees opportunity to grow as well.

View All Answers

Question - 3:

How do you stay organized?

Ans:

By maintaining proper routine every day. Putting my strongest points with my weakness. High priority always comes first As Medical Records Clerk.

View All Answers

Question - 4:

How do you think your colleagues at your last job would describe you?

Ans:

While your CV will say a lot about your work history As Medical Records Clerk, the interviewer will most likely look for greater detail with questions such as this. Be positive about previous experience, highlighting your own strengths.

View All Answers

Question - 5:

How well do you know our company?

Ans

Well, a developed company that is gradually building their reputation in the competitive world.

View All Answers

Question - 6:

What are your greatest professional strengths As Medical Records Clerk?

Ans:

When answering this question, we recommends being accurate (share your true strengths, not those you think the interviewer wants to hear); relevant (choose your strengths that are most targeted to this particular position As Medical Records Clerk); and specific (for example, instead of "people skills," choose "persuasive communication" or "relationship building"). Then, follow up with an example of how you've demonstrated these traits in a professional setting.

View All Answers

Question - 7:

What critical component of this position As Medical Records Clerk makes the work challenging?



Ans:

Heading information: This should include job title, pay grade or range, reporting relationship (by position, not individual), hours or shifts, and the likelihood of overtime or weekend work

Summary objective of the job: List the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

Qualifications: State the education, experience, training, and technical skills necessary for entry into this job.

Special demands: This should include any extraordinary conditions applicable to the job As Medical Records Clerk (for example, heavy lifting, exposure to temperature extremes, prolonged standing, or travel).

Job duties and responsibilities: Only two features of job responsibility are important: identifying tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance).

View All Answers

Question - 8:

What have you done to improve your knowledge As Medical Records Clerk in the last year?

Anc:

Try to include improvement activities that relate to the job As Medical Records Clerk. A wide variety of activities can be mentioned as positive self-improvement. Have some good ones handy to mention.

View All Answers

Question - 9:

Why are you leaving last job?

Ans:

Although this would seem like a simple question, it can easily become tricky. You shouldn't mention salary being a factor at this point As Medical Records Clerk. If you're currently employed, your response can focus on developing and expanding your career and even yourself. If you're current employer is downsizing, remain positive and brief. If your employer fired you, prepare a solid reason. Under no circumstance should you discuss any drama or negativity, always remain positive.

View All Answers

Question - 10:

Would you like doing repetitive work?

Ans:

Why not, I am not only doing a repetitive work but also earning but also getting a good salary by the company As Medical Records Clerk. And second thing is that nothing is interesting in the life till we are not interested.

View All Answers

Question - 11:

Are You a 'People' Person?

Ans

Although it may be phrased a little differently, the gist of this question is clear:

Do you like being around people? If you don't, being a medical assistant isn't a good fit for you. After all, you'll be working directly with patients throughout the day. It helps a lot if you sincerely like interacting with them. While answering this question, make sure to mention that you like helping people too. This will drive home the point that you are a talented medical assistant and would be a valuable part of the team As Medical Records Clerk.

View All Answers

Question - 12:

How do you deal with conflict in the workplace As Medical Records Clerk?

Ans:

When people work together, conflict is often unavoidable because of differences in work goals and personal styles. Follow these guidelines for handling conflict in the workplace.

- * 1. Talk with the other person.
- * 2. Focus on behavior and events, not on personalities.
- * 3. Listen carefully.
- * 4. Identify points of agreement and disagreement.
- * 5. Prioritize the areas of conflict.
- * 6. Develop a plan to work on each conflict.
- * 7. Follow through on your plan.
- * 8. Build on your success

View All Answers

Question - 13:

How do you handle your anger?

Ans

I don't get angry very easily but in the rare occasion that I do, I hold it in and act as though nothing is wrong.

View All Answers

Question - 14:

If you have seven white socks and nine black socks in a drawer, how many socks do you have to pull out blindly in order to ensure that you have a matching pair?



Ans:

if the first one is one color (say, white), and the second one is the other color (black), then the third one, no matter what the color, will make a matching pair. (Sometimes you're not supposed to think that hard.)

View All Answers

Question - 15:

What have you done to reduce costs, increase revenue, or save time?

Ans:

Even if your only experience is an internship, you have likely created or streamlined a process that has contributed to the earning potential or efficiency of the practice. Choose at least one suitable example and explain how you got the idea, how you implemented the plan, and the benefits to the practice.

View All Answers

Question - 16:

What is your greatest failure As Medical Records Clerk, and what did you learn from it?

Δne·

When I was in college, I took an art class to supplement my curriculum. I didn't take it very seriously, and assumed that, compared to my Engineering classes, it would be a walk in the park. My failing grades at midterm showed me otherwise. I'd even jeopardized my scholarship status. I knew I had to get my act together. I spent the rest of the semester making up for it, ended up getting a decent grade in the class. I learned that no matter what I'm doing, I should strive to do it to the best of my ability. Otherwise, it's not worth doing at all.

View All Answers

Question - 17:

What was the most difficult employee situation you found yourself As Medical Records Clerk? How did you overcome the problem?

Ans:

One of employees was conflicting with other and colleague who was prove his was wrong hi denied and was invite union to defend him but we have prove his wrong and I was facing disciplinary action.

View All Answers

Question - 18:

What's a time you disagreed with a decision that was made at work?

Ans:

Everyone disagrees with the boss from time to time, but in asking this interview question As Medical Records Clerk, hiring managers want to know that you can do so in a productive, professional way. "You don't want to tell the story about the time when you disagreed but your boss was being a jerk and you just gave in to keep the peace. And you don't want to tell the one where you realized you were wrong,". Tell the one where your actions made a positive difference on the outcome of the situation, whether it was a work-related outcome or a more effective and productive working relationship.

View All Answers

Question - 19:

Why should I hire you As Medical Records Clerk?

Ans:

To close the deal on a job offer, you MUST be prepared with a concise summary of the top reasons to choose you. Even if your interviewer doesn't ask one of these question in so many words, you should have an answer prepared and be looking for ways to communicate your top reasons throughout the interview process.

View All Answers

Question - 20:

Explain me about a time when you reached a goal within a tight deadline?

Ans:

I work well under pressure to meet deadlines without jeopardizing the quality of my work. I have always worked in a fast pace environment where we are constantly under pressure to achieve best results within a time frame.

View All Answers

Question - 21:

How do you handle stressful situations?

Ans

By remaining calm, weighing out all my options and executing a plan to get the situation resolve .

View All Answers

Question - 22:

How do you plan to go by an example for your subordinates?

Ans:

Sticking to the rules by yourself, working hard and not mind participating on basic tasks is a good answer.

View All Answers



Question - 23:

How much do you expect to get paid As Medical Records Clerk?

Ane.

For this be prepared and research salary to find out what similar positions are paying in your area before you go to the interview. Try to find this information out before giving your salary expectations. You can and should provide a range instead of an exact number. But again, don't say any numbers you're not comfortable with because if the employer offers you a salary at the lowest end of your range, you don't have much to negotiate with when it comes to getting a higher salary.

View All Answers

Question - 24:

How would you rate your communication and interpersonal skills for this job As Medical Records Clerk?

Ans:

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

View All Answers

Question - 25:

What do you know about the company?

Anc.

Any candidate can read and regurgitate the company's "About" page. So, when interviewers ask this, they aren't necessarily trying to gauge whether you understand the mission-they want to know whether you care about it. Start with one line that shows you understand the company's goals, using a couple key words and phrases from the website, but then go on to make it personal. Say, "I'm personally drawn to this mission because..." or "I really believe in this approach because..." and share a personal example or two.

View All Answers

Question - 26:

What type of work environment do you prefer?

Ans:

Ideally one that's similar to the environment of the company you're applying to. Be specific.

View All Answers

Question - 27:

Why should the we hire you as this position As Medical Records Clerk?

Ans:

This is the part where you link your skills, experience, education and your personality to the job itself. This is why you need to be utterly familiar with the job description as well as the company culture. Remember though, it's best to back them up with actual examples of say, how you are a good team player.

View All Answers

Question - 28:

How do you keep each member of the team involved and motivated?

Ans:

Many managers mistakenly think that money is the prime motivator for their employees. However, according to surveys by several different companies, money is consistently ranked five or lower by most employees. So if money is not the best way to motivate your team, what is?

Employees' three most important issues according to employees are:

- * Respect
- * A sense of accomplishment
- * Recognition

View All Answers

Question - 29:

How do you think I rate as an interviewer?

Ans:

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day.

I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.

View All Answers

Question - 30:

How have you changed in the last five years?

Ans:

All in a nutshell. But I think I've attained a level of personal comfort in many ways and although I will change even more in the next 5-6 years I'm content with the past 6 and what has come of them.

View All Answers



Question - 31:

What's your salary history?

Anc

When you are interviewing for a new job, it is common practice for the company to ask you about your salary history. I typically want to know what the candidate's base salary is, if they receive any bonus, the average bonus amount, and any additional compensation or perks, such as 500k matching, stock grants or stock options, paid time off and how much they are required to pay towards their medical premiums.

View All Answers

Question - 32:

Why do you think you'll do well at this job?

Ans:

Provide several reasons including skills, experience and interest. If you can show how you've been successful in a similar career field or job position that will go along way to helping the interviewer believe you'll also be successful at this new job.

View All Answers

Question - 33:

Explain what are your weaknesses As Medical Records Clerk?

Ans:

Red flags: This is the peanut butter to the previous question's jelly. Again, everyone should expect it, so it's a bad sign if someone seems totally unprepared, or gives a stock answer like, "I'm a perfectionist." Also, of course, candidates crazy enough to blurt out some horrible personality trait should go in the red flagged pile. Good answer: Candidates should talk about a real weakness they've been working on improving. For instance, they're not good at public speaking, but they've been taking a course to help them improve. Or maybe they feel that they're easily distracted when working online, but have installed software that helps them stay on task. Answers like these show a desire for improvement, self awareness and discipline.

View All Answers

Question - 34:

Tell me why do you want this job As Medical Records Clerk?

Ans:

Bad Answer: No solid answer, answers that don't align with what the job actually offers, or uninspired answers that show your position is just another of the many jobs they're applying for.

Good answer: The candidate has clear reasons for wanting the job that show enthusiasm for the work and the position, and knowledge about the company and job.

View All Answers

Question - 35:

The change in the business industry now requires you to have a new set of skills you have to learn, how do you react to that?

Ans:

First, find out which skills are the ones that you're currently lacking. Then identify what the steps would be to acquire/build those skills. Then take action to do so. View All Answers

Question - 36:

Tell me about a time when you had to make a decision without all the information you needed. How did you handle it As Medical Records Clerk? Why? Were you happy with the outcome?

Ans:

In many scenarios, you will not have all the information needed. The key is to make the best possible decision based on what you deem to be a sufficient amount of information.

View All Answers

Question - 37:

Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist them? What was the result?

Δns:

The key is to show that the mentoring of a co-worker was first a higher priority than the task you had at hand (remember, you want to show that you focus on highest priority tasks first). Then, describe in detail how you helped them not only complete the task but learn to do it on their own. You want to teach them HOW to fish and not to simply fish for them.

View All Answers

Question - 38:

Describe a time when you anticipated potential problems and developed preventive measures?

Ans

The key here is to show that you were proactive. How did you find out about the potential problems? How did you address it quickly? View All Answers

Question - 39:

Describe your work style?



Ans:

Describe the positive aspects of your work style if possible, including: work ethic, attention to detail, interpersonal skills, skill sets (analytical or otherwise), leadership abilities, communication skills.

View All Answers

Question - 40:

What is your biggest fear?

Ans:

Don't try to sugarcoat the answer by listing something ambitious as a fear, unless you truly mean it (for example: I fear being a great leader) - Share your real fears but discuss how you would overcome them.

View All Answers

Question - 41:

How have you achieved your success?

Anc.

Discuss stories of how you've progressed over the years to achieve success. People relate best to stories.

View All Answers

Question - 42:

What are ideas or initiatives you've led and what was the outcome?

Ans:

Describe your most unique ideas and initiatives that had the best results for the company. Make sure you highlight your creativity, your results, your diligence and your ability to execute.

View All Answers

Question - 43:

Describe yourself in three words?

Ans:

Pick three adjectives but then back up each with a real life story that demonstrates those characteristics.

View All Answers

Question - 44:

What differentiates you from the competition?

Δns:

Think about what you bring to the table that you truly believe is unique - the easiest way to do is to think of your own personal stories that demonstrate your work ethic, skills, and dedication. Most people have some or all of those skills, but the unique stories are what make people stand out in interviews.

View All Answers

Question - 45:

How do you stay up to date with industry?

Ans:

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

View All Answers

Question - 46:

What types of books or magazines do you typically read?

Ans:

Describe both your personal and professional favorites. If you happen to like professional books / magazines that relate to the industry of the company you're applying for - that's definitely worth highlighting.

View All Answers

Question - 47:

Describe your vision of your perfect dream job?

Ans:

Ideally, the role you're applying for either is that dream job or will help you get to it. If it's going to help you get there, describe the elements of that job role that you are passionate about so that it ties to the vision of what your dream job is. Be honest and talk about the type of work environment, management team / leadership, coworkers, culture, vision and products/services you'd like your dream job to entail.

View All Answers

Question - 48:

Describe a time where you've failed and bounced back?



Ans:

Share a story to describe this. For example: "I accidentally made the mistake of telling a customer I could deliver on a solution set on a certain date and then later found out our business partner couldn't do it on that time. I learned that I shouldn't rush into important decisions and promises like this and that I should always check with my counterparts first before committing to a statement of work."

View All Answers

Question - 49:

How do you feel about technology at the workplace in general?

Anc.

It's a great enabler for us to collaborate better as a team, for us to reach customers more efficiently and frequently and I believe it can help any company become more efficient, leaner, and more productive.

View All Answers

Question - 50:

What are your presentation skills like As Medical Records Clerk?

Ane:

Make sure you share a story that demonstrates your presentation skills in front of many people. If you are really brave, offer to give a snippet of that presentation to the interviewer. This will definitely be different from what most people do.

View All Answers

Question - 51:

What's the least rewarding work you've ever done and why?

Ans:

Describe work you've done that you feel doesn't take advantage of your full potential. For example, "I once had to make paper copies for my job and I feel it didn't take full advantage of my skills. However, it did teach me to be humble in my work and to appreciate a good opportunity when it arose to use my skills"

View All Answers

Question - 52:

How good are you at problem solving?

Ans:

Describe the problem first and then discuss how you were able to fix it.

View All Answers

Question - 53:

What's the difference between good and exceptionally great?

Ans:

Being good is getting the job done as promised As Medical Records Clerk. Being great is delivering the work in an exceptional way that completely exceeds expectations.

View All Answers

Question - 54:

How do you prioritize your work initiatives As Medical Records Clerk?

Ans:

Discuss how you prioritize your work initiatives based on the company initiatives. For example, if you're in customer service discuss how you're focused on providing the best customer experience.

View All Answers

Question - 55:

If I talked to your three biggest fans, who would they be and why?

Ans:

If you can reference three professionals with executive titles (CXO, VP, Director, Manager), that carries a lot of weight. Make sure you highlight how you've helped them achieve their biggest objectives and how that's made them your fan.

View All Answers

Question - 56:

What were the responsibilities of your last position As Medical Records Clerk?

Ans

If you want to show your ambition, you can discuss how you haven't reached all of your goals yet and in that sense aren't satisfied. However, if you want to discuss satisfaction from your job discuss an experience in which you achieved something.

View All Answers

Question - 57:



What do you look for in terms of culture -- structured or entrepreneurial?

Anc

A good answer is to discuss the importance of having both elements in a company As Medical Records Clerk. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

View All Answers

Question - 58:

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

Ans:

Both are important. You need to stress that. However, if you could only choose one, ask yourself As Medical Records Clerk - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

View All Answers

Question - 59:

What do you like to do?

Ans:

Discuss your passions As Medical Records Clerk. Ideally if it's work related that's fantastic! If not, talk about your academic / extracurricular passions and WHY you enjoy them. For example: I love playing sports because of the team work aspect - it's fun winning together! (This example shows you're a team player)

View All Answers

Question - 60:

Do you think a leader should be feared or liked?

Ans:

Liked. You want to work harder for people that inspire and motivate you. Fear only lasts for so long.

View All Answers

Question - 61:

How would you feel about working for someone who knows less than you As Medical Records Clerk?

Ans:

The reality is, the majority of the time someone is in a management/leadership position is because of their experience and past success. So they probably possess at least a unique set of knowledge from you. So you'll want to learn from them as much as possible. If it's not the case, then discuss how you would look for mentors in different departments to help your personal career development.

View All Answers

Question - 62:

Tell me one thing about yourself you wouldn't want me to know?

Ans:

Talk about a trait that you would consider a weakness. No need to talk about your deepest darkest secrets here.

View All Answers

Question - 63:

What's the last book you read?

Ans:

Try to talk about a book related to the industry, for example, if you're applying for a role related to business, cite a business book.

View All Answers

Question - 64:

What do you like to do for fun?

Ans:

Be open to sharing hobbies and activities that you enjoy. Make sure you're genuine about it and don't list off things you don't really like because if they ask you a follow up question it'll be harder for you to answer.

View All Answers

Question - 65:

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

Ans

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities!

View All Answers

Question - 66:

How would you go about establishing your credibility quickly As Medical Records Clerk with the team?



Ans:

Fully understand my responsibilities, work hard and exceed expectations, learn as much as possible, help others as much as possible, understand what my teammates' goals and needs are, be on time, and gain a mentor.

View All Answers

Question - 67:

What do you know about this department?

Ans:

One good way to find out about the department is to try to "informally" interview the existing employees over coffee (outside of the office) if possible. It's hard if you don't have any connections there, but if you do a great way to learn about it. Other than that, it's often hard to learn about the department so you can turn the table back on them by asking questions to learn about it.

View All Answers

Question - 68:

What aspect of supervision do you find the most difficult?

Ans:

Managing different personalities and keeping them focused on the goal at hand.

View All Answers

Question - 69:

How do you decide what to delegate and to whom?

Ans:

Identify the strengths of your team members and their availability based on the priorities they have on their plate. From there, invest the tasks upon each member based on where you think you'll get the best return.

View All Answers

Question - 70:

What makes you a good manager?

Ans:

Describe how you manage people, time, money and energy in the most effective manner to achieve the best return of that investment.

View All Answers

Question - 71:

What role are you ready to take in a group?

Ans:

Ideally, you want to take on the role you're interviewing for, but you want to be flexible with your responsibilities As Medical Records Clerk if there are any changes.

Question - 72:

What is more important to you money or success?

Ans:

First ask yourself that question before the interview - what are your priorities? Are money and success actual one in the same goal for you? If not, what's more important based on how do you define success?

View All Answers

Question - 73:

How do you keep others informed on work issues?

Ans:

Possible methods:

Talking to them, emailing them, sharing best practices in meetings

View All Answers

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