

Medical Assistant Job Interview Questions And Answers



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Medical Assistant Interview Questions And Answers Guide.

Question - 1:

What is the importance of technology?

Ans:

The need to save both time and money is very high nowadays. Technology is an important part of a medical assistant's work as there is so much organization that is needed. Scheduling appointments, handling medical accounting activities and creating reports with accuracy and speed is not easy without support derived from technology.

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Question - 2:

What is your duties as a medical assistant?

Ans:

- * Greeting visitors and patients and scheduling appointments.
- * Making follow up calls to patients and handling telephone queries.
- * Completing and submitting insurance forms.
- * Taking and recording patients' histories and typing up patient charts.
- * Creating and updating medical records.
- * Assisting physicians during medical examinations.
- * Ensuring that treatment rooms, equipment and instruments are kept in good order.

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Question - 3:

What is your major responsibilities in your recent job?

Ans:

I was responsible for bookkeeping, billing and filling out insurance forms. In addition, I was also accountable for taking vitals, recording medical histories, updating and filing medical records, conducting diagnostic tests and developing X-rays.

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Question - 4:

What work experience you have?

Ans:

I had been working as a medical assistant at the XYZ Clinic for three years.

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Question - 5:

How you qualified as a medical assistant?

Ans:

I have acquired an associate's degree from ABC College with special focus on anatomy and physiology. My experience in my previous work place also instilled in me the knowledge of clinical treatment procedures, diagnostics, record keeping, accounting and insurance processing.

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Question - 6:

What makes you right for this position?

Ans:

This question can be tricky because you need to show your worth without sounding cocky or arrogant. Research the business ahead of time and become familiar with its mission and values. Take the time to figure out how your personal qualities fit the needs of the business and use that fit to provide your answer.

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**Question - 7:**

How to protect the rights and confidentiality of patients?

Ans:

This is the perfect opportunity to impart your knowledge of HIPAA. Your answer should show that you are very knowledgeable regarding regulations and that you place patient rights and confidentiality at the top of your priority list as a medical assistant. If you are at all unclear about HIPAA regulations, be sure to study the material thoroughly before rehearsing your response.

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Question - 8:

What is the most important part of counseling patients?

Ans:

In your job, you will likely be responsible for providing a great deal of patient counseling. Make sure your answer includes the need to listen to the patient, to allow the patient to ask questions, and to show empathy when dealing with patients and families while providing detailed, accurate information.

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Question - 9:

Have you assisted with any medical office procedures?

Ans:

Even if you are a fresh graduate, you likely have some experience as an extern. Prepare for this question in advance by thinking of all procedures in which you have assisted. When answering the question, give a detailed but succinct account of your experience and your contribution to the experience.

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Question - 10:

What do you like about being a medical assistant?

Ans:

Never, ever use this question as an opportunity to complain. A better approach is to state that you wish your responsibilities were not as limited so you could provide more assistance to the doctor. Be prepared to provide an example that supports your answer.

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Question - 11:

Do you have good computer skills?

Ans:

It is becoming increasingly important for medical assistants to be knowledgeable about computers. If you are a long-time computer user with experience with different software applications, mention it. It is also a good idea to mention any other computer skills you have, such as a high typing rate, website creation, and more.

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Question - 12:

Do you like being around people?

Ans:

People skills are a necessity for medical assistants. When answering this question, be sure to show that you enjoy interacting and working with others and that you also derive great enjoyment from helping others. This will show that you are a team player and that you would be a valuable team member.

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Question - 13:

How would your former employer describe you?

Ans:

In all likelihood, the interviewer will actually speak with your former employer so honesty is key. Answer as confidently and positively as possible and list all of the positive things your past employer would recognize about you. Do not make the mistake of simply saying you are responsible, organized, and dependable. Instead, include traits that are directly related to your work as a medical assistant, such as the ability to handle stressful situations and difficult patients, the way you kept meticulous records, and more.

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Question - 14:

What experience you have with patients?

Ans:

Be very honest and clear with your answer. If you have past experience on the job, state the number of years you have worked. If you are a recent graduate, detail how long you served in an externship as well as any relevant volunteer experience you have. Explain how you have interacted with patients and make sure to emphasize that you are completely comfortable working with patients of all ages and backgrounds.

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Question - 15:

What advancement opportunities for this position are available?

Ans:



If your goal is to advance within the organization, find out what types of advancement opportunities are open to the position. Ask what the qualification and requirements for advancement are so you'll have a better idea of what to expect if you're hired.

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Question - 16:

Tell me your favourite physician's personality?

Ans:

If you're interviewing for a clinical position, it's a good idea to know a little more about the physician or physicians you'll be working for. In some cases, the physician may be present during the interview. If not, ask about the physician's personality and what their expectations are in a medical assistant. Or, you may simply state that you'd love to know more about the physician with whom you'd be working and see how the employer responds. This can give you an inside peek at how well you may potentially work with the physician.

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Question - 17:

Describe your ideal medical assistant?

Ans:

The employer may have disclosed their ideal candidate in the early part of the interview. If not, however, don't be afraid to ask. They may disclose the character traits, personality type and skills and abilities that they are looking for in a good candidate. This allows you to better know if you're a good fit for the job and vice-versa.

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Question - 18:

Why you want to work here?

Ans:

Let the employer know what drew you to apply for the open position. If you have specific reasons for wanting to work with the organization, let them know. Talk about anything the company offers that is a good fit for you.

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Question - 19:

Where you see yourself after the 5 years professionally?

Ans:

Be honest about your plans for the future, such as going back to nursing school. If you expect a life change that may alter your employment, let them know upfront. Also talk about your professional goals, such as to be an office manager in three years, or lead clinical medical assistant.

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Question - 20:

What you dislike the most about being an MA?

Ans:

Answer honestly, but keep it light. For instance, you may describe how you love working with patients on a personal level but it is difficult to see them in pain or suffering. Or, how you love the challenge of a fast-paced environment but have difficulty un-winding after work.

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Question - 21:

What you like most about being a Medical Assistant?

Ans:

Describe what you like most about your career. What brings you joy? What brings you personal satisfaction? If you have limited working experience, describe what you liked most about your training, education and externship.

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Question - 22:

How to deal with a difficult patient?

Ans:

Think to a time you handled conflict and how you resolved it for the better. If you've never handled conflict in the medical office, think to your college education and how you were taught to deal with difficult patients or co-workers.

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Question - 23:

Tell me what is your strengths?

Ans:

Talk about your strongest personal and clinical skills.

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Question - 24:

What professional areas you'd like to improve?



Ans:

"I have excellent computer skills and am proficient in word processing and Excel. However, I've not fully mastered Microsoft PowerPoint yet and am eager to do so."

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Question - 25:

Who is Medical Assistant?

Ans:

Medical assistant is an allied health occupation. Medical assistants perform administrative and/or clinical tasks to support the work of physicians and other health professionals. They perform routine tasks and procedures such as measuring patients' vital signs, administering medications and injections, recording information in medical record keeping systems, preparing and handling medical instruments and supplies, and collecting and preparing specimens of bodily fluids and tissues for laboratory testing.

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