

# Medical Record Administrator Job Interview Questions And Answers



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## Medical Record Administrator Interview Questions And Answers Guide.

### Question - 1:

What is your philosophy towards work?

#### Ans:

This is typically a straightforward question that merits a straightforward answer. Do you have strong work ethic? Will you do whatever it takes to make sure the job gets done? Just say so in your response. Keep it short, direct and positive.

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### Question - 2:

What would you like to avoid completely in your next job As Medical Record Administrator?

#### Ans:

Bad business ethics, teammates / managers that are disrespectful / inconsiderate. But of course, this job wouldn't have things like this right?

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### Question - 3:

Why did you select the University \_\_\_\_\_?

#### Ans:

Discuss the academic program, the extracurricular program(s), the school spirit, the quality of your peers, and the professors.

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### Question - 4:

Who are your heroes?

#### Ans:

Have at least one person you consider a hero or role model. Be ready to explain why they are a hero to you and how they've inspired you to be a better person.

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### Question - 5:

Why was there a gap in your employment As Medical Record Administrator?

#### Ans:

If you were unemployed for a period of time, be direct and to the point about what you've been up to (and hopefully, that's a litany of impressive volunteer and other mind-enriching activities, like blogging or taking classes). Then, steer the conversation toward how you will do the job and contribute to the organization: "I decided to take a break at the time, but today I'm ready to contribute to this organization in the following ways."

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### Question - 6:

Explain what are your strengths As Medical Record Administrator?

#### Ans:

Bad Answer: Candidate is unprepared for question or only gives generic answers.

This is the most common job interview question - everybody should be expecting it. If they don't seem prepared, or give a fairly stock answer, it's probably a bad sign.

Good answer: The consensus is to go for quality, not quantity here. Candidates should give a short list of strengths, and back each one up with examples that illustrate the strength. Also, they should explain how these strengths will be useful in the job you're applying for, and use this question to say something interesting about themselves.

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**Question - 7:**

Why do you want this job As Medical Record Administrator?

**Ans:**

This question typically follows on from the previous one. Here is where your research will come in handy. You may want to say that you want to work for a company that is Global Guideline, (market leader, innovator, provides a vital service, whatever it may be). Put some thought into this beforehand, be specific, and link the company's values and mission statement to your own goals and career plans.

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**Question - 8:**

What is your greatest fear?

**Ans:**

We all have fears. It's okay to discuss them. Just don't dive too deeply into them. Discuss how you would work to overcome your fears. You don't want to seem weak. You want to acknowledge it's out there but that you'll be able to work through it.

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**Question - 9:**

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 Record Administrator. And second thing is that nothing is interesting in the life till we are not interested.

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**Question - 10:**

Do you have any blind spots?

**Ans:**

This question is often meant to trick candidates since acknowledgment of blind spots would indicate they were aware of them. Also, do not disclose bad habits or other personal concerns. Let the interviewer find out about your personal flaws through the course of the interview without directly stating these flaws.

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**Question - 11:**

You are not given the tools you need to be successful. How would you change that As Medical Record Administrator?

**Ans:**

State a business case to your manager / leader as to why you need the tools and make the request for them.

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**Question - 12:**

What can you offer us that someone else can not?

**Ans:**

Bad Answer: Going negative - if the candidate starts trash talking other candidates, it's a sure sign of a bad attitude. Also, if they can't provide a solid answer, it may show that they lack thorough knowledge of the skills the job requires, and an understanding of where they fit in.

Good answer: The candidate can name specific skills, abilities or understandings they have that apply directly to the job that other candidates are unlikely to have, or are in short supply.

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**Question - 13:**

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 Record Administrator? 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.

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**Question - 14:**

What have you done to improve your skills over the past year As Medical Record Administrator?

**Ans:**

You'll want to be prepared with some very specific examples of what you've done over the last year and what you're currently doing to improve your professional knowledge and skill set as well as anything else you're doing that shows self improvement.

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**Question - 15:**

What is your typical way of dealing with conflict? Give me an example?

**Ans:**

First, find out what the root of the problem is. Second, determine the best steps to remediation with the best possible outcome. Third, take action to put remediation



plans in place.

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### Question - 16:

Tell me about a time when you successfully handled a situation?

#### Ans:

For this question, the interviewer wants to know what you do in a situation that doesn't have a clear answer. This will help the interviewer know how you respond to unforeseen challenges.

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### Question - 17:

How would your references describe you?

#### Ans:

Think of three major characteristics that demonstrate your best qualities related to work and then have quick stories to describe why.

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### Question - 18:

What has been your biggest professional disappointment?

#### Ans:

When discussing a professional disappointment, make sure to discuss a scenario you could not control. Be positive about the experience and accept personal responsibility where applicable.

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### Question - 19:

How did you become interested in this field/industry?

#### Ans:

Describe how you've come to develop a passion or interest in this industry and use variables like "culture, people, vision, career development, and the work itself" to define your choice

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### Question - 20:

What are your thoughts about working from home?

#### Ans:

This is a new policy some companies are adopting. If the company you are interviewing for allows for it, then you should be thankful for the flexibility and convenience yet state that working from home is a privilege that you would honor. The key point you want to make is that you would still be able to focus and be just as productive working at home.

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### Question - 21:

What are the goals you've set for yourself?

#### Ans:

You could discuss your goals with regards to these categories: Career goals, impact you want to leave on society, financial goals, academic goals, charitable goals.

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### Question - 22:

What is your greatest professional achievement?

#### Ans:

Nothing says "hire me" better than a track record of achieving amazing results in past jobs As Medical Record Administrator, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., "In my last job as a Medical Record Administrator, it was my role to manage the invoicing process"), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, "In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%."

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### Question - 23:

What have you learned from mistakes on the job?

#### Ans:

Candidates without specific examples often do not seem credible. However, the example shared should be fairly inconsequential, unintentional, and a learned lesson should be gleaned from it. Moving ahead without group assistance while assigned to a group project meant to be collaborative is a good example.

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### Question - 24:

What does "collaboration with teammates" mean to you?



**Ans:**

Drinking at the water cooler together is not the best example. Think of how you can collaborate with teammates to generate new ideas, to create initiatives to impact the business' success for the better (specifically in the department that you're applying for). For example, if you're applying to marketing, collaboration could mean discussing new ways of social media advertising to reach an audience of over a million people to strengthen the brand awareness of the company.

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**Question - 25:**

How do you handle repetitive tasks?

**Ans:**

Some people enjoy it, others don't. Which are you? If you don't like it, can you at least do it well? And if you don't like it, be ready to explain why in a positive way (i.e. your potential is to do much more than simply be repetitive)

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**Question - 26:**

What skills do you bring to the table?

**Ans:**

Think of your skill sets with regards to: analytical skills, interpersonal skills, communication skills, computer skills, presentation skills, management skills, sales skills and so forth.

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**Question - 27:**

If someone had to say something negative to you, what would they say?

**Ans:**

Again, be honest about sharing a story here about someone who may not have gotten along with you in the office here and explain how you were able to fix that relationship or change your attitude/action to be a better person / coworker.

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**Question - 28:**

How do you imagine a typical day of an employee in our company As Medical Record Administrator?

**Ans:**

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

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**Question - 29:**

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."

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**Question - 30:**

How do you feel about giving back to the community?

**Ans:**

Describe your charitable activities to showcase that community work is important to you. If you haven't done one yet, go to [www.globalguideline.com](http://www.globalguideline.com) - charitable work is a great way to learn about other people and it's an important part of society - GET INVOLVED!

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**Question - 31:**

Give me a few examples of how you're results oriented?

**Ans:**

Make you give an example where you discuss details and metrics. For example, I was a tutor in my last job and mentored 5 students on their SAT test taking skills and raised their scores by 15% on average after a 3 month teaching stint.

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**Question - 32:**

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.

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**Question - 33:**



Explain me about a challenge or conflict you've faced at work As Medical Record Administrator, and how you dealt with it?

**Ans:**

In asking this interview question, your interviewer wants to get a sense of how you will respond to conflict. Anyone can seem nice and pleasant in a job interview, but what will happen if you're hired?. Again, you'll want to use the S-T-A-R method, being sure to focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

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**Question - 34:**

In what areas do you think you will need guidance?

**Ans:**

Think about what you need to learn going into the job. Skill sets, industry knowledge, relationship building, team dynamics. Which areas are ones you're lacking?

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**Question - 35:**

Tell me about a time when you were held accountable for a problem that you hadn't caused?

**Ans:**

If someone puts the blame on you (incorrectly), the best thing you can do is NOT to retaliate. You want to make it known that you were not to blame (explain all the facts) and then focus on fixing the problem in the best way possible.

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**Question - 36:**

Who are your role models? Why?

**Ans:**

If possible, cite role models you're truly passionate about - passion is contagious and will show you're being genuine. If the role model is in the same or similar industry as the company in an executive level position, even better.

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**Question - 37:**

How many tennis balls can you fit into a limousine? 1,000? 10,000? 100,000? Seriously?

**Ans:**

Well, seriously, you might get asked brainteaser questions like these, especially in quantitative jobs. But remember that the interviewer doesn't necessarily want an exact number-he wants to make sure that you understand what's being asked of you, and that you can set into motion a systematic and logical way to respond. So, just take a deep breath, and start thinking through the math. (Yes, it's OK to ask for a pen and paper!)

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**Question - 38:**

What do you think of your previous boss?

**Ans:**

Do not belittle or talk badly of your last boss - it will come off as being petty. Instead, talk about the positive lessons you were able to learn from your last boss.

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**Question - 39:**

What are your salary requirements As Medical Record Administrator?

**Ans:**

The #1 rule of answering this question is doing your research on what you should be paid by using site like Global Guideline. You'll likely come up with a range, and we recommend stating the highest number in that range that applies, based on your experience, education, and skills. Then, make sure the hiring manager knows that you're flexible. You're communicating that you know your skills are valuable, but that you want the job and are willing to negotiate.

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**Question - 40:**

What is your greatest strength? How does it help you As Medical Record Administrator?

**Ans:**

One of my greatest strengths, and that I am a diligent worker... I care about the work getting done.. I am always willing to help others in the team.. Being patient helps me not jump to conclusions... Patience helps me stay calm when I have to work under pressure.. Being a diligent worker.. It ensures that the team has the same goals in accomplishing certain things.

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**Question - 41:**

What do you feel you deserve to be paid?

**Ans:**

Do your research before answering this question - first, consider what the market average is for this job. You can find that by searching on Google (title followed by salary) and globalguideline.com and other websites. Then, consider this - based on your work experience and previous results, are you above average, if yes, by what % increase from your pay today from your perspective? Also - make sure if you aim high you can back it up with facts and your previous results so that you can make



a strong case.

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**Question - 42:**

Do you have good manners? What types of people need to be treated with good manners?

**Ans:**

You should have good manners. Everyone should be treated with courtesy and respect.

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**Question - 43:**

What types of situations do you consider "unfixable"?

**Ans:**

Most situations are "fixable" - the ones that are not are typically related to business ethics (someone is cheating the company, someone is stealing, etc)

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**Question - 44:**

Why are you leaving the present company?

**Ans:**

According to me we can not grow in the field without taking more responsibilities and risks and also we can't enhance our team leading capabilities, managerial skills without expose to wide range of people.

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**Question - 45:**

How will you approach learning this "new" job As Medical Record Administrator?

**Ans:**

Interview peers and leaders/managers, read industry news, practice the skill sets needed, absorb information on the job as much as possible.

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**Question - 46:**

What are your thoughts on social media for this role?

**Ans:**

Without a doubt, social media is becoming more and more pervasive in our jobs. You should stress that social media is not appropriate for personal use at work. However, if the company embraces social media in certain departments (for example marketing), then you may want to discuss how you could use it for work (as long as it applies to your role).

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**Question - 47:**

Do you work well under pressure?

**Ans:**

Yes.. When it comes down to the wire, the best thing I can to remain focused, have some flexibility, and understand priorities.. Giving them attention in the order they are needed.

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**Question - 48:**

What's your salary history?

**Ans:**

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.

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**Question - 49:**

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

**Ans:**

A good answer is to discuss the importance of having both elements in a company As Medical Record Administrator. 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.

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**Question - 50:**

How long will it take for you to make a significant contribution?

**Ans:**

First define significant contribution - once you do that - lay out a timeline plan in which you think you can achieve that.





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**Question - 51:**

How would you rate your communication and interpersonal skills for this job As Medical Record Administrator?

**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.

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**Question - 52:**

What types of personalities do you work with best?

**Ans:**

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

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**Question - 53:**

What kind of salary do you need As Medical Record Administrator?

**Ans:**

This is a loaded question and a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

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**Question - 54:**

Does your boss know you're here today?

**Ans:**

Usually, you probably haven't told your boss for obvious reasons. So it's ok to say that they do not. You don't want to upset the balance at your current job after all and nothing is guaranteed in an interview. The interviewer should understand this stance.

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**Question - 55:**

How much time do you need to join the organization As Medical Record Administrator?

**Ans:**

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

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**Question - 56:**

What techniques and tools do you use to keep yourself organized As Medical Record Administrator?

**Ans:**

Utilizing a calendar, having a notebook with your "to do" list, focusing on your top 3 priorities each and every day, utilizing a systematic way of storing documents on your computer (like box.net)

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**Question - 57:**

What does quality work mean to you?

**Ans:**

Quality work to be is about doing work to the require or set standard, which is very important when it comes to warehouse operations.

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**Question - 58:**

What is your greatest weakness As Medical Record Administrator? What are you doing to improve it?

**Ans:**

I believe my biggest weakness As Medical Record Administrator is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

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**Question - 59:**



How would you motivate your team members to produce the best possible results?

**Ans:**

Trying to create competitive atmosphere, trying to motivate the team as a whole, organizing team building activities, building good relationships amongst people.

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**Question - 60:**

What aspect of supervision do you find the most difficult?

**Ans:**

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

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**Question - 61:**

How do you act when you encounter competition?

**Ans:**

This question is designed to see if you can rise the occasion. You want to discuss how you are the type to battle competition strongly and then you need to cite an example if possible of your past work experience where you were able to do so.

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**Question - 62:**

When was the last time something upset you at work? What did you do?

**Ans:**

Almost everyone has an emotional moment related to work at some point - you're not alone. The key is to learn why you reacted that way and to focus not on the problem but HOW to resolve it. Another key component is to be aware of your emotional response so that you can learn to control it in the future in a calm way.

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**Question - 63:**

How do you ensure all of your work gets accomplished in a productive manner?

**Ans:**

The key is to prioritize what's important in your work and to stay organized to accomplish the tasks. A strong work ethic also helps.

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**Question - 64:**

What would you like to have accomplished by the end of your career?

**Ans:**

Think of 3 major achievements that you'd like to accomplish in your job when all is said and done - and think BIG. You want to show you expect to be a major contributor at the company. It could be creating a revolutionary new product, it could be implementing a new effective way of marketing, etc.

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**Question - 65:**

How many square feet of pizza are eaten in the United States each month?

**Ans:**

This is a classic guesstimate question where you need to think aloud. And so first off you round the U.S. population to 300 million people (it's actually about 315 million but rounding will be much easier and your interviewer will not score you lower for rounding). Then estimate how many people eat pizza. A decent educated guess is two out of every three people, or 200 million. Now let's say the average pizza-eating person eats pizza twice a month, and eats two slices at a time. That's four slices a month. If the average slice of pizza is perhaps six inches at the base and 10 inches long, then the slice is 30 square inches of pizza. So, four pizza slices would be 120 square inches (30 times 4).

Since one square foot equals 144 square inches (12 times 12), let's assume that each person who eats pizza eats one square foot per month. Since there are 200 million pizza-eating Americans, 200 million square feet of pizza are consumed in the U.S. each month. To summarize: 300 million people in America, 200 million eat pizza, average slice of pizza is six inches at the base and 10 inches long or 30 square inches, average American eats four slices of pizza a month, four pieces times 30 square inches equals 120 square inches (one square foot is 144 square inches), so let's assume one square foot per person, and thus one square foot times 200 million people equals 200 million square feet of pizza a month.

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**Question - 66:**

How do you handle stressful situations?

**Ans:**

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

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**Question - 67:**

What was the most important task you ever had?

**Ans:**

There are two common answers to this question that do little to impress recruiters:



\* 'I got a 2.1'

\* 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

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**Question - 68:**

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.

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**Question - 69:**

What do you think is your greatest weakness?

**Ans:**

Don't say anything that could eliminate you from consideration for the job. For instance, "I'm slow in adapting to change" is not a wise answer, since change is par for the course in most work environments. Avoid calling attention to any weakness that's one of the critical qualities the hiring manager is looking for. And don't try the old "I'm a workaholic," or "I'm a perfectionist."

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