

Good example of essay on medical administrative assistant: ethics and balance

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One of the wonderful things about working in healthcare is that many people in the healthcare environment are focused on personal health. This is not true for all people, of course—there are unhealthy people in the healthcare field as well as healthy individuals, but there are resources available for the mental, emotional, and physical health of everyone in the office when working in a healthcare related profession. This focus on health is perfect for giving the people in the office communal balance between work and play, as well as between health concerns and workload (Aama-ntl. org, 2015). The communal health initiatives provided by most healthcare providers to their staff are generally excellent, because healthcare providers realize that they must be on the cutting edge of health to increase patient confidence in their ability to provide good quality care to patients.

As a medical administrative assistant, it is expected that the policies and procedures that the individual assistant experiences will be predicated on the medical field that he or she chooses to enter. For instance, a medical administrative assistant at a primary care office may be doing a lot of administrative work with adults, while an assistant at a pediatrician's office would be working with parents (Aama-ntl. org, 2015). The customer service aspect of the job changes based on what kind of office and what kind of patients that the assistant works with; however, maintaining good filing systems and organization in the office or offices is one of the most important jobs that the administrative assistant does. If patient filing is disrupted, then the entire flow of the office can be disrupted; this can be extremely detrimental to patient health (Aama-ntl. org, 2015).

References

Aama-ntl. org,. (2015). AAMA - Overview and Ethics. Retrieved 30 June 2015, from <http://www.aama-ntl.org/about/overview#.VZLbQBNVikp>