**Key Responsibilities:**

* **Patient Coordination:** Assist with scheduling patient appointments, confirming visits, and managing patient flow in the office.
* **Medical Records Management:** Maintain and organize patient records, ensuring accuracy, confidentiality, and compliance with regulations.
* **Documentation:** Support healthcare providers by documenting patient information, updating medical records, and entering data into electronic health record (EHR) systems.
* **Communication:** Serve as a liaison between patients, healthcare providers, and administrative staff, addressing inquiries and providing information as needed.
* **Billing and Insurance:** Assist with insurance verification, billing inquiries, and processing of claims to ensure smooth financial operations.