

Medical Clerk Interview Questions

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| 1. Share an experience you had in dealing with a difficult person and how you handled the situation. |
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| 2. Tell me how you organize, plan, and prioritize your work. |
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| 3. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant? |
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| 4. Share an effective method you have used to ensure the confidentiality of medical records. |
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| 5. Share an experience in which your attention to detail and thoroughness had an impact on your last company. |
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| 6. Provide an example when your ethics were tested. |
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| 7. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.) |
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| 8. Provide an experience in which you ensured the completeness and accuracy of medical records. |
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| 9. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility? |
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| 10. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task. |
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