

## Office Manager Interview Questions

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