

## **Morrow Chiropractic - Administrative Assistant Interview Questions**

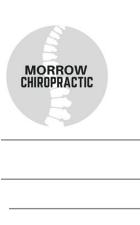
## **General Questions**

1.	Can you tell me a little about yourself and your previous experience as a secretary or administrative assistant?
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2.	What interests you about working at Morrow Chiropractic?
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3.	How do you handle a fast-paced work environment with multiple tasks at once?
Lá	anguage & Communication Skills
4. _	Are you fluent in both spoken and written English and Spanish?
5.	How comfortable are you with making phone calls and writing emails in both English and Spanish?
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С	ustomer Service & Patient Interaction
6	. What strategies do you use to make patients feel comfortable and welcome?
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4	dministrative & Organizational Skills
7.	How proficient are you with scheduling appointments, managing a calendar, and entering accurate information?
3.	Have you used any chiropractic or medical office software before? If so, which ones?
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_	lling & Insurance Knowledge (if applicable)
•	Do you have experience with medical billing or insurance verification?

10. Have you handled patient payments and processed invoices before?



Work Ethic & Teamwork  11. How do you handle constructive criticism and feedback?
12. Can you describe a time you worked as part of a team to complete a project or task?
Scenario-Based Questions  13. A patient arrives late for their appointment, and the doctor's schedule is tight. How would you handle this situation?
14. A Spanish-speaking patient calls with an urgent question about their treatment plan, but the doctor is unavailable. What do you do?