



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?

2. What interests you about working at Morrow Chiropractic?

3. How do you handle a fast-paced work environment with multiple tasks at once?

Language & 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?



Customer Service & Patient Interaction

6. What strategies do you use to make patients feel comfortable and welcome?

Administrative & Organizational Skills

7. How proficient are you with scheduling appointments, managing a calendar, and entering accurate information?

8. Have you used any chiropractic or medical office software before? If so, which ones?

Billing & Insurance Knowledge (if applicable)

9. 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?
