## **Job description**

The Medical Assistant will be responsible for, but not limited to the following: Patient flow, physician assisting, instrument processing, telephone calls, phlebotomy and other clinical duties. Prepare for the daily activities by checking schedules and preparing rooms for patient use i.e. clean, organize and stock rooms with necessary equipment and supplies. Assist physicians with patient care and education. Provide direct assistance to the physician with surgical, medical and cosmetic. Taking medical histories, recording vital signs, explaining treatment procedures to patients, preparing patients for examination, assisting the physician during the examination, administer patient immunizations, ordering labs and phone triage.

The Medical Assistants will rotate between covering the front desk as a scheduler and the back providing clinical support.

Knowledge, Skills and Abilities

* Knowledge of current medical terminology to communicate with all staff.
* Ability to effectively present information and respond to questions from groups of managers, employees, clients, customers, and the public.
* Ability to read and interpret documents.
* Ability to interact and communicate with a variety of individuals and/or groups of individuals.
* Ability to anticipate and react calmly to emergency situations.
* Ability to think logically to troubleshoot, analyze situations, and make appropriate decisions.
* Proficient computer skills, including working knowledge of Microsoft Office Suite, e-mail systems, and web-based programs.
* Ability to adjust responsibilities to accommodate a fast-paced work environment while maintaining excellent customer service and staff interactions.
* Ability to maintain the confidentiality of sensitive information.

**Requirements:**

High school graduate or equivalent

38 hours per week - must be flexible

Weekends required

3+ years of experience of Medical Assistant experience preferred

Family practice background

Must have the following skills: Vitals, EKG, sterilization, phlebotomy, and injections

Excellent communication skills - both verbal and written

Ability to multi-task in a fast-paced environment

Athena EMR experience preferred

**Status:**

Full-Time with benefits

Pay: $16.00 - $18.00 per hour