Job description – Certified Medical Assistant

Overview:

We are seeking a dedicated and compassionate Medical Assistant to join our healthcare team. The ideal candidate will possess a strong understanding of medical procedures and patient care, particularly in settings a pediatric and urgent care settings. This role is crucial in ensuring that our patients receive the highest quality of care while supporting the healthcare providers in their daily operations.

Primary Responsibilities (essential Job Function):

- Accurately obtain and record patient vital signs, including height, weight, head circumference, blood pressure, and other measurements as appropriate to the patient's condition.
- Accurately evaluate and record the patient's Chief Complaint, allergies, current medications, past medical history, developmental history, and family/social history using EPIC
- Following the Individual Quality Control Plan for the Laboratory, obtain, run, and record labs as directed by providers and policy.
- Answer telephone inquiries and record in a telephone encounter as appropriate.
- Assist in scheduling "same day" appointments in EPIC/Book-it
- Administer immunizations, obtain blood via finger stick, and perform other laboratory tests accurately and promptly
- Provide teaching and education to patients/parents in the proper use of medical equipment, medicines, and prevention techniques as appropriate.
- Assist providers and other staff as necessary to ensure appropriate patient care.

Skills Required

- Willingness and ability to learn and to utilize all computer equipment and software required to fulfill responsibilities.
- Must possess basic math skills
- Must be able to speak and read the English language.
- Must understand medical terminology, managed care procedures, and some basic billing and coding

- Must be willing and able to travel among all practice locations either by personal vehicle or other appropriate means.

Physical Requirements:

- See to read fine print and distinguish colors
- Ability to hear the spoken word and communicate verbally
- Mobility to allow access to all necessary locations of Practice
- Ability to lift to 50 pounds on a repetitive basis
- Ability to bend, sit, kneel, and stand on a repetitive basis
- Ability, including manual dexterity, to use all appropriate machinery and equipment essential to fulfilling job responsibilities, for example, telephones. Computers, stethoscopes, etc.
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Educational Experience Requirements:

- High School Diploma, Medical Assistant Certification, Registered Medical Assistant

Licensure/Certification Requirements:

- Must maintain a valid State-Issued driver's license
- Must maintain a valid nursing license or Medical Assistant certificate appropriate to the position.
- Must maintain CPR certification
- Must obtain continuing education credits as required
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Additional Qualifications:

- The ability to speak and read fluently in other languages is useful, but not necessary.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Free parking
- Health insurance
- Health savings account
- Life insurance
- Paid time off