Medical Assistant

Summary
Responsible for patient care under the direction of a provider. Duties include but are not limited to patient intake, procedure set-up, phlebotomy, and other administrative duties.

Duties and Responsibilities
- Rooms patient and verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit
- Collects and processes blood, tissue, or other laboratory specimen for laboratory testing in compliance with CLIA standards.
- Explain treatment procedures, medications, or providers’ instructions to patients.
- Clean and sterilize medical instruments.
- Dispose of biomedical waste in accordance with standards.
- Documents patient visit and records patient/lab charges for billing department.
- Contact patients with lab and path results.
- Assist providers as they examine and treat patients, handing them instruments or materials or performing such tasks as giving injections, removing sutures, or phlebotomy.
- Cleans examination rooms and other work areas and stocks inventory as needed.

Skills and Specifications
- Attention to detail
- Ability to multi-task efficiently and effectively
- Strong interpersonal skills and a good bedside manner
- Strong written and verbal communication skills
- Knowledge of medical terminology
- Basic knowledge and willingness to adhere to HIPAA and PHI guidelines
- Must be able to maintain confidentiality
- Requires adherence to all policies and procedures
- Must be able to remain calm and act effectively in a busy or stressful situation

Preferred Education and Qualifications
- Certified Medical Assistant (CMA)
- Certified Nursing Assistant (CNA)
- Phlebotomy skills
- Esthetic or cosmetology license

Position Type/ Expected Hours
This is a full or part-time position. The shifts are 6:45am to 7:15pm. Full-time is typically 3 days a week and must work 36 hours per week to maintain full-time status. Part-time is typically 1 or 2 days a week. Saturday’s are required once a month from 6:45am to noon.