

***"Medical Doctor Assistant - Opportunity for Gap Year Students looking to work in a boutique aesthetic and dermatology practice in the West Loop of Chicago"***

This hourly paid position is intended to be educational value for future physicians who are interested in learning the practice medicine by directly assisting a Stanford University trained, board certified dermatologist.

To learn more about our practice visit [www.mdaestheticsderm.com](http://www.mdaestheticsderm.com) or instagram @DrGabiMD

**A minimum of 2 year commitment is required.**

**Please do not apply if you are only taking 1 gap year**

The environment of a private practice encourages a unique and steep learning curve. All new hires start in the administrative position and gradually transition to the clinical position in the practice.

The practice, upon completion of probationary period, pays for a clinical phlebotomy training course to aid in the delivery of care for our patients.

The doctor assistant concept combines cross-trained traditional roles of medical receptionist and medical assistant.

Responsibilities involve coordinating all aspects of patient care, including arranging appointments, optimizing physician efficiency, assisting with cosmetic, medical and surgical procedures, managing materials and supplies, handling patients before, during, and after outpatient care, and serving as scribe for the dermatologist

This position requires excellent communication and interpersonal skills, cooperating with patients, physicians, and co-workers in a busy clinical environment.

**Full time Two-year Requirement** with flexible schedule to allow for MCAT studying, course work if needed.

Full-time up to 40 hrs per week with occasional Saturday hours

Successful candidates will graduate or have graduated from a four-year college or university with a strong undergraduate education and all pre-medical requirements satisfied.

A Letter of recommendation may be provided upon satisfactory participation in this program. Intention to matriculate in an MD, MD-PhD program at the conclusion of the bridge-years is required.

To apply, send a cover letter and one-page resume (including undergraduate GPA) directly to Dr. Gabriel J. Martinez-Diaz, at [info@mdaestheticsderm.com](mailto:info@mdaestheticsderm.com)

## Required Skills

1. Must have impeccable attention to detail.
2. Outstanding interpersonal and communication skills.
3. Must be a self-starter and a quick learner.
4. Need to be able to multitask and anticipate the needs of our patients and physician.
5. Must love all aspects of dermatology and aesthetic medicine. Aesthetics experience is a PLUS!
6. Must be willing to learn health care economics and become a pro dealing with various insurance companies.
7. Successful candidates will have the ability to accurately handle a high volume of work in a fast paced environment with compassion, patience, a positive attitude, and a smile.
8. Must be able to implement constructive feedback in a timely manner.
9. Must be able to have outstanding computer skills, such as Google Suite (Gmail, Excel, Powerpoint).
10. Must be able to operate iPads and scribe at least 30 WPM.
11. Must be able to have excellent phone etiquette and customer service skills.

## Responsibilities and Duties

Answering telephones - both in English and Spanish (if bilingual)  
Scheduling appointments  
Check -in and check -out of patients  
Collecting co-pays, co-insurances, deductibles, co-insurance and cash payment for all services  
Scanning, data entry and general clerical duties  
Rooming patients using EMR  
Acting as a scribe for physician  
Room set up and sterilization  
Assist cosmetic, medical, and surgical procedures  
Documentation of patient's chief complaint, obtain patient history  
Presenting patient to Doctor  
Chart and Scribe with accuracy, staying five steps ahead of Physician  
Assist with surgical and cosmetic procedures/treatments as needed  
administer patient education, basic wound care, suture removal, and phlebotomy.  
Phone calls, arrange appointments, refill requests & pathology logs and biopsy results  
Assist in maintaining medical inventory and placing orders for new materials as needed  
Cleaning rooms, office and doing office laundry  
Cross-trained traditional roles of medical receptionist, medical assistant, and medical esthetician  
**Must be able to complete a phlebotomy course on weekends that would be reimbursed upon completion of 90 day probationary period.**

## Qualifications and Skills

Adaptable to the needs of the practice and growth of practice under direction of practice owner  
Quick Learner  
Ability to multitask

Adept and Attentive to detail  
Interpersonal skills above average  
Fluency in Spanish is DESIRABLE  
Must have above average computer skills (Word, Excel, Google suite email)  
Must have strong math skills  
The ideal candidate should have an understanding of Dermatology terms and definitions unique to the field.  
Strong preference to candidates with exposure or prior internship experience in Dermatology or Plastic surgery offices  
EZDERM electronic records experience is a huge plus but not required  
Must be available to work  
Monday-Fridays any hours between 9AM.-7:30 P.M., Friday hours between 7:30A.M.-4pM P.M., Saturday 8:30A.M.-12:30 P.M. (Saturdays are worked once a month and are rotated)  
Must be an outstanding communicator  
Must be a team player who is extremely professional with a great attitude.

**Compensation:** Competitive and Negotiable based on prior experiences and availability.