
Job description

Growing and busy Sports Medicine and Family practice is seeking a Certified Medical Assistant professional to join our patient-oriented team.

Job Title: Certified Medical Assistant (CMA)

Full Time / Non-Exempt: Working 35 - 40 hours / week.

Pay Range: \$15.00 to \$18.50 per hour, depending on experience.

Company Benefits include a PTO (Paid Time Off) Bank & 401(k) retirement plan with a company match. At this time, the company does not offer a medical/dental plan.

Occasional evening and Saturday morning hours may be required.

Please respond with a Covering Letter & Resume and provide an email address and/or phone number where you can be contacted.

APPLICATIONS WITHOUT THE REQUESTED INFORMATION MAY NOT BE REVIEWED.

Job Summary:

Assists physicians, nurse practitioners, and nurses in providing clinical services for patients as they assess, examine and treat patients. Responsibilities include patient flow management, and assisting with medical and/or minor procedures and tests on patients, including vital signs, EKG's, phlebotomy, pap smears, hearing/vision testing, specimen collection, and other preventative health maintenance checks. Acts as the liaison between clinical staff to ensure an efficient, effective and satisfactory patient visit. In addition, maintains and orders clinical and non-clinical supplies.

Job Tasks and Responsibilities:

- Escorts patients to exam rooms and verifies patient information by interviewing the patient and confirming the purpose of the visit.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary.
- Inputs and updates all patient information in an EMR system.
- Secures patient information and maintains patient confidence by completing and safeguarding medical records, and keeping patient information confidential.
- Prepares exam room and patients for procedures.
- Saves clinical staff time by helping with office procedures as directed.
- Pre-certifies diagnostics procedures and communicates instructions to patients.
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations.
- Keeps supplies ready by inventorying stock; requesting new supplies; and verifying receipt.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Adheres to professional standards, policies and procedures, and all federal, state, and local requirements.
- Enhances practice reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Performs other duties as assigned

Knowledge, Skills, Abilities and Personal Characteristics:

- Knowledge of Medical Terminology
- Very Good Interpersonal / Human Relations Skills

- Ability to Maintain Schedules
- Ability to Maintain Confidentiality
- Ability to exert Physical Effort, Standing, Lifting, and Carrying Material or Equipment
- Ability to File and Retrieve Information
- Ability to Respond to Questions in a Tactful and Professional Manner
- Ability / Willingness to Adhere to the Established Practice Service Standards

MINIMUM QUALIFICATIONS:

Education and experience equivalent to:

High school diploma or equivalent, plus one (1) year of technical training

Certificates, Licenses, and Registration:

- Medical Assistant Certification is required.

Familiarity with eClinicalWorks and/or other EMR systems is a plus.

Knowledge of HIPAA, MACRA/MIPS is an asset.

Normal medical office environment.

Occasional overtime may be required and/or hours may be shortened as business needs dictate.

Job Type: Full-time

Pay: \$15.00 - \$18.50 per hour