

MEDICAL ASSISTANT JOB POSTING

Busy Pain Management Office in search of dependable, reliable, hardworking, full-time Medical Assistant. Main office is in Highland may require travel to Crown Point one day per week. Hours are mostly 8-4:30 no holidays or weekends. Experience preferred. Pay is based on experience. Please fax resumes to 219-923-3501.

ADMINISTRATIVE DUTIES:

- Managing office telephone systems, including answering calls and returning messages
- Scheduling patient appointments and maintaining communication to confirm future appointments
- Documenting patients' medical information, including medical history and health insurance information
- Performing data entry tasks to document patient records within facility databases and maintaining patient files

CLINICAL DUTIES

- Coordinating daily office activities, greeting patients, and checking patients in and out for their appointments
- Recording patients' vital signs, documenting physicians' notes and changes in medical conditions
- Prepping exam rooms for clinical procedures and assisting practitioners with patient care
- Assisting physicians during routine checkups, outpatient procedures and other physical exams
- Monitoring and documenting patient symptoms for physicians' review during clinical exams
- Providing compassionate patient support and care, attention, and assistance during office visits

- Preparing medications under the direction of supervising physicians

SKILLS

- Organization
- Communication
- Medical knowledge
- Computer skills
- Clerical skills
- Empathy
- Discretion

REQUIREMENTS

- Proficiency in administrative tasks
- Basic understanding of clinical tasks
- Excellent interpersonal skills
- Ability to communicate effectively
- Exceptional attention to detail
- Familiarity with digital record Systems

BENEFITS

Job Type: part-time

Salary: \$12.00 - \$16.00 per hour

Benefits: Paid time off

Schedule: 8-hour shift

Work Location: Highland, Crown Point

Work Remotely: Yes