

CERTIFIED MEDICAL ASSISTANT OR MEDICAL ASSISTANT

CEDAR PLAINS FAMILY MEDICINE

Cedar Plains Family Medicine is a state-of-the-art family medical and wellness practice. We are looking for a professional, friendly, and passionate medical assistant for a fast-paced and growing medical practice. A candidate that fits in the practice will need to be detail-oriented and creative. A successful candidate will thrive in a fast-paced, changing environment, be professional and courteous, have strong moral and ethical values, and maintain a positive attitude. The owner values personal growth and professional development and appreciates an individual's enthusiasm, collegiality, integrity, and reliability. Seeking a very organized, assertive, and responsible individual who is skilled in making sound decisions, able to critically think while providing a safe and comfortable environment for the patient and their family.

Duties: The Medical Assistant is responsible for the intake of the patient into the clinic and entry of health care information into the electronic health records system. Works closely with health care provider to provide friendly, flexible service to patients and their families. Must be proficient in taking vital signs, entering medical history and medications, providing oral and injection medications, and performing minor labs. Other duties include, but are not limited to: filling in receptionist duties, answers the phone, making appointments, obtaining prior authorizations, and managing paperwork pertinent to the success of the clinic.

Experience: Although experience in these areas is desired, we are willing to train. Not certified yet, but have graduated from a medical assisting program? No problem, we will provide 6-month grace period while you seek certification. CMAs with their Limited Radiology Technician have additional pay opportunities.

Education: Must have a degree or training commensurate with obtaining a Medical Assistant or equivalent degree. National certification is recommended but not required. Required Medication Aide license. Must have NO LIMITATIONS or PROBATIONS on license or record.

Job Type: Full-time

Medical Insurance: Not available. \$500 annual in-clinic employee medical discount.

Pay: \$14-19/hour. Additional pay opportunities for dual certified Radiology Technician or Limited Radiology Technician, based on experience.

Employees will also have the opportunity to work closely with the provider in our sister practice, Bella Wellness & Aesthetics, enjoying discounts on products and new services.

All candidates interested in applying for this position, **MUST COMPLETE A CEDAR PLAINS FAMILY MEDICINE APPLICATION** and attach any up-to-date Resume or CV. Application can be found on our website under Careers.

FOR MORE INFORMATION ABOUT THIS EXCITING JOB OPPORTUNITY, please visit our website www.cedarplainsfm.com to learn more about the clinic and complete an application.