



Medical Assistant - Certified

Position Summary:

We are currently seeking a full-time Certified Medical Assistant to be a member of a productive and efficient medical team.

Primary Tasks and Duties:

1. Prepares patient for clinical exam/visit, including the collection of typical patient vital signs (blood pressure, temperature if appropriate for visit, height, weight, etc.)
2. Assists provider with clinical visit in a quiet, discreet, efficient manner (if any questions or need for suggestions arise during the examination, these are to be discussed with the provider outside of the exam room).
3. Follows through with post-visit duties.
4. Assists with office duties as assigned (check and replenish supplies, wiping down rooms after each patient, check emergency cart/bag on rotating weekly checks, washing/packaging/autoclaving instruments, etc.)
5. Screen patient calls and determine nature of complaints, then advise caller accordingly to what your provider recommends.
6. Schedule patient for specifically ordered tests at other medical facilities, completing proper template in EMR and advising patient of any preparation needed.
7. Provides service in a manner that is appropriate for the patient's age; demonstrates knowledge and skills necessary to meet the patient's physical, psychosocial, and educational and safety needs.
8. Laboratory procedures done under supervision of the laboratory technician.
9. Administer and record all medications ordered by the provider
10. Order new prescriptions for patient as directed by provider and record in EMR.
11. Refill prescriptions as outlined by provider in the progress notes following the guidelines as listed in the patient care policy on the K-Base and record in the EMR.
12. EEF (electronic encounter form) – indicate on EEF any procedures or injections done, or any special supplies used.
13. Provide patient care independently when possible.
14. Be able to assist with procedures as listed on nursing procedure list on the K-Base.

Essential Functions:

- Read, write, and maintain patient records and related administrative documentation
- Knowledge and ability to use requisite tools, systems, technology and equipment in the collection of patient data
- Utilize computers in the collection, management, and reporting of patient records
- Ability to work with a diverse, sometimes difficult and demanding patient population

Position Requirements and Qualifications:

- Graduate of a certified Medical Assistant program
- Current, active license
- Must have exceptional patient skills.
- Must be comfortable working in a team environment.
- Must be highly organized and detail oriented.
- Must have ability to multitask and use multiple computer programs.

This is a full time position, four days per week. Compensation is dependent upon qualifications and experience.

We are an FQHC and are tasked with providing a quality health care experience for all members of the community.

We offer benefits including: 401(k) employer contributions; Life, Medical, Dental and Vision Insurance; HRA, FSA and DCAP; Short and Long Term Disability Insurance; paid holidays and earned Paid Time Off.

Submit Cover Letter and Resume to: resumes@nohn-pa.org