

Medical Assistant

Job Overview

Job description

The Medical Assistant is responsible for assisting the physician and physician's assistant with the care of the patient. The MA obtains and enters complete medical history into the electronic medical system while rooming patients. The MA also is responsible for all matters involving the clinical care of a patient both during patient hours and on non- clinical days.

Duties

- Greets and assists patients, visitors, physicians and other staff members in a polite, prompt, helpful manner.
- Maintain confidentiality and follow all HIPAA and departmental guidelines.
- Provide any necessary instructions/directions.
- Must remain flexible in work schedule (overtime, evenings, etc.).
- Drawing up injections as directed by supervising physician.
- Entering and reviewing information into the electronic medical record.
- Accessing all test information and loading into electronic medical record.
- Splinting and casting patients as necessary.
- Stocking rooms and cleaning instruments following patient hours.
- Handling clinical matters in a timely manner (same day) including but not limited to: post op questions, work notes, disability paperwork, prescriptions, and general questions.
- All other items the physician deems necessary that fall within reasonable expectations.

Requirements

- Proficiency in Microsoft suite products such as Word, Outlook and Excel.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule: Monday to Friday

Work Location: In person