**Medical Assistant Position**

General Position Goal:

Our medical assistant team provides the initial routine clinical and administrative care for our patients and providers in our clinical settings.

They are under the direction and supervision of a provider or nurse, assisting with performing patient care. Clinical staff must demonstrate a friendly, courteous, and helpful attitude with patients and staff.

Tasks:

* Promptly greets and rooms patients in the clinical setting.
* Documents patient care provided.
* Performs basic clinical and specimen collection.
* Within scope of job, requires critical thinking skills, decisive judgement, and the ability to work in a team setting.
* Must be able to work in a fast-paced environment and take appropriate action.
* Other duties as assigned.

Physical Activity:

* Fast paced.
* Heavy EHR computer work and optional telephone work.
* Sitting/standing/walking/talking.

Experience:

* High School diploma or GED
* Registered or Certified Medical Assistant
* Computer literate, customer service skills, communication skills

Desired Characteristics:

* Friendly
* Confident
* Reliable
* Energetic
* Team Player
* Adaptable

Wage Range: $20.00-$30.00/hour \* 5 Day work week. Rotation to both office locations.

Benefits for full-time employees:

* Medical insurance with options for HSA, FSA, LPFSA, DCFSA, Employer paid Dental, Employer paid Vision, Employer paid Short Term Disability, Employer paid Long Term Disability, Employer paid Life Insurance, Cafeteria Plan selections, PTO, Paid Holidays, and 401K.