

Crossroad Health Center Medical Assistant

Job description

Responsibilities:

- Maintain the readiness of patient care areas prior to and during office hours
- Review day's schedule and review/prepare records; Obtain patient information needed for appointments that day
- Obtain growth measurements, vital signs, chief complaint and other patient data according to protocol and as indicated by presenting symptoms
- Complete procedures safely that are ordered by the provider that fall within training (including injections, EKG and venipunctures); Prepare for and assist physician with exam and treatment procedures as needed
- Prepare specimens/requisitions for lab transport; Perform in-house labs according to protocols
- Review lab results, transcribe phone messages, call in prescriptions and contact patients with provider instructions
- Collaborate with patient care team, promptly communicating any information that is important for continuity of care
- Perform front desk duties as necessary: answering phones, scheduling patient appointments, printing medical records, filing, sending/receiving faxes, registering and check-out procedures
- Attend staff meetings and participate in evaluations of performance and job satisfaction
- Communicate feedback and concerns to supervisor in a timely and professional manner; Maintain an open line of communication with providers, supervisors, and peers
- Promote efficient, organized and pleasant office operations in the health center, consistent with the mission of CHC to offer care in an atmosphere of dignity and respect
- Comply with HIPAA and safety procedures

Qualifications:

- Covid-19 Vaccination required upon hire or must be willing to get vaccinated. If exempt, must have an approved exception letter.
- Consistently employs sound judgment
- Excellent written and verbal communication skills

- Possesses a high level of personal accountability, ownership, and a rigorous work ethic
- Ability to work independently with little to no supervision

Job Type: Full-time

Salary: From \$16.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Medical specialties:

- Ob/Gyn
- Pediatrics
- Primary Care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work setting:

- Clinic
- In-person

Experience:

- Medical Assistant: 3 years (Required)

License/Certification:

- Certified Medical Assistant (Required)

Work Location: In person