Certified Medical Assistant

Job Description Template

[Facility name] has become a leader in the healthcare sector, having served our community for more than 80 years. Our mission is to help patients live happier and healthier lives, and we achieve this through the collaboration and innovation of our expert healthcare providers. We are now looking for a certified medical assistant to join our thriving team and contribute to this ongoing mission.

The medical assistant coordinates patient care with the physician or nurse practitioner in the pulmonary clinic. Responsibilities include assisting providers with treatments and exams, preparing patients for visits, and maintaining supplies and equipment. Experience with COPD patients is preferred, but candidates with alternate backgrounds are encouraged to apply. This is a fast-paced and dynamic outpatient clinic, so willingness to learn is a must!

Benefits

- Competitive pay
- Employer-matched retirement plans
- Health benefits (medical, vision, dental)
- Paid time off
- Tuition reimbursement
- Diversity, equity, and inclusion training

Duties and Responsibilities

- Collecting medical histories
- Preparing patients for exams
- Assisting with medical procedures
- Performing pulmonary function tests
- Drawing blood and performing basic blood tests
- Recording vital signs
- Documenting medical information
- Scheduling appointments
- Arranging hospital admissions
- Filling out insurance forms

- Coding, billing, and bookkeeping
- Maintaining HIPAA compliance

Compensation and Shifts

- Hourly pay starting at $21/hr
- M-F 8a-5p (no weekends or holidays)

Qualifications and Skills

- High school diploma
- Graduate of an accredited CMA program
- CMA (AMAA) certification
- AHA BLS certification
- 1-2 years of CMA experience
- Strong interpersonal skills
- Effective communication
- Working knowledge of CPOE, EMR, Microsoft Excel, and MS Word

Take the Next Step In Your Healthcare Career With Us

Showcase your talents in a fast-paced healthcare setting serving a highly specialized patient population. Click here to submit your application today.