



Position: Medical Assistant
Full-time: Weekdays with occasional weekend coverage
Salary: Commensurate with experience

Qualifications:

High School graduate or equivalent. Minimum of two (2) years work experience in an OB/GYN physician practice preferred. Must be a highly motivated, results oriented individual who can deal with patients and their families efficiently and effectively in a professional and humanistic manner. Must have understanding of medical terminology and some coding. Must be able to effectively communicate with other people both internally and externally. Requires strong organizational skills and the ability to follow through on assigned tasks.

Summary of job duties:

Phlebotomy, assist in the OR, triage clinical patients, assist at the front desk by answering phones and checking in patients, clean and stock exam rooms, maintain clinical supplies, clean and sterilize instruments and file patient records.