



Medical Assistant **JOB DESCRIPTION**

ADMINISTRATIVE FRONT DESK DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Answer telephones - multiple phone lines
- Greeting patients with a smile
- Efficient with navigating the EMR system
- Register Patients
- Handle correspondence
- Schedule appointments
- Prior Authorizations
- Prepares Charts
- Process Payments

BACK OFFICE DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Drawing Blood
- Performing EKG's
- Preparing the exam room for the patient
- Administering medications as directed by the provider
- Collecting and preparing laboratory specimens
- Triaging patients - taking patients vital and obtaining medical history
- Eager to learn new skills
- All staff cleans the clinic after each shift

WORK HOUR AND SHIFTS:

12 hour shifts, 8AM - 8PM. 4 shifts one week, 3 shifts the following, rotating weekends.

PAY: \$16-\$18/HOUR

