

Medical Assistant **JOB DESCRIPTION**

Do you enjoy helping patients and are eager to grow in your position? Do you strive for administrative excellence and customer satisfaction? Midwest Express Clinic is currently looking for a full-time energetic and efficient Medical Assistant to join our team!

ABOUT MIDWEST EXPRESS CLINIC

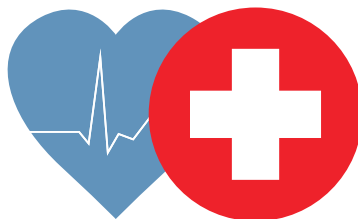
Midwest Express Clinic operates affordable walk-in immediate care facilities across the Midwest, including the Chicagoland area, which focus on the patient's care and satisfaction. As an independent healthcare organization, we have no agenda to push expensive diagnostic testing and unnecessary specialty referrals.

Our clinics are open 7 days a week: Monday-Friday, 8AM - 8PM and Saturday & Sunday, 8AM-6PM.

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

EXPERIENCE: 0-2 YEARS

WORK HOUR AND SHIFTS:

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

JOB TYPE: FULL-TIME

PAY: \$16+/HOUR

