

Medical Assistant (Full-time)

Primary Functions: Back Office

- Performs duties including, but not limited to, vital signs, assisting the providers with procedures, providing patient education, conduct in-office testing to include; urine pregnancy screen, urine dip, rapid strep, laboratory tests, pregnancy tests, fecal occult blood, and HIV screening, immunizations and other injections, as required
- Telephone triage of all calls within the department
- Set up refills as appropriate
- Communicate effectively with physicians, nursing staff, Metro staff, patients, and family members in the coordination of patient care
- Maintain EMR documentation for patient visits
- Other duties and tasks, as assigned

Required Credentials:

- High school diploma or equivalent
- Graduate of an accredited Medical Assistant Program or 1 year experience as an Medical Assistant
- 6 months of phlebotomy experience
- Current BLS certification

Additional Qualifications:

- Significant knowledge of medical practices and procedures in a primary care environment.
- Demonstrated success and experience with direct patient services and the proper knowledge and use of medical devices and equipment
- Electronic medical records experience a MUST
- Excellent phone and customer service skills
- Front office experience a plus

Skills:

- Demonstrate excellent communication skills
- Knowledge and cultural competency working with a diverse community
- Team oriented
- Organized and Motivated

Metro Offers:

- Competitive wages
- No weekend or holiday hours
- Primarily day hours with one evening per week

Metro Community Health Center is an Equal Opportunity Employer.