

JOB POSTING

- DEPARTMENT:** PHYSICIAN SERVICES/DR. JOSUE GABRIEL
- JOB POSITION:** CERTIFIED MEDICAL ASSISTANT
- JOB STATUS:** Part-time position working flexible day shift hours, approximately 64 hours per pay period.
- VACCINATION STATUS:** Employment is contingent upon being fully vaccinated against Covid-19 or willingness to become vaccinated.
- JOB QUALIFICATIONS:** Preference given to candidates with previous physician office experience. Willing to work within office schedule as needed and be willing to accommodate physician/practitioner schedule for vacation/time off and call-offs. Experience with EMR a plus.
- JOB DUTIES:** Triage patients by phone, assists with all daily patient care and patient-related activities/procedures. Schedules appointments, procedures (lab tests and treatments, etc.), arranges appointments, and obtains authorizations for procedures/consultations as necessary; collects specimens for lab tests and performs tests as indicated; interprets lab values; familiar with normal and abnormal lab values and medication uses, knowledgeable of coding for patient services/procedures; assists with surgical procedures and administers medications and treatments under the guidance of physician; accurately documents patient chart information; maintains equipment, instruments, medications, and inventory control for supplies, etc., and other duties as assigned. Excellent interpersonal and customer service skills with the ability to deal with people professionally in a variety of situations.
- JOB AVAILABILITY:** To be discussed with applicant at time of interview.
- COMPENSATION:** To be discussed with applicant at time of interview.
- CONTACT PERSON:** If interested contact Elizabeth Groves, Practice Administrator at egroves@wyandotmemorial.org or fax resume/application to 419-209-0000.