

JOB POSTING

DEPARTMENT: PHYSICIAN SERVICES – Dr. Kerri Harris and Jenny Newman-CNP

JOB POSITION: CLERICAL MEDICAL OFFICE ASSISTANT

JOB STATUS: Full-Time position working day shift hours, Monday through Friday, approximately 72 hours per two-week pay period. Must be willing to work within office schedule as needed and be willing to accommodate practitioner’s schedule for vacation/time off and call-offs.

VACCINATION STATUS: Employment is contingent upon becoming fully vaccinated against COVID-19.

JOB QUALIFICATIONS: Must be a high school graduate/equivalent with good office and organizational skills. Must have above-average computer, oral and written communication skills, as well as excellent telephone and interpersonal abilities. Medical Office Assistant/medical skill training or experience required. Medical terminology and/or Medical Office Assistant training preferred. Tact and diplomacy are required for contacts with people under stressful conditions. Ability to make decisions based on the urgency of the situation. Ability to work independently with little direction. Willing to work within office schedule as needed and be willing to accommodate practitioner’s schedules for vacation/time off. Must excel at customer service.

JOB DUTIES: Responsible for the everyday workings of the department. Serves as receptionist/Clerical Medical Assistant receiving visitors and patients, ascertains their needs, and directs them accordingly. Answers telephone, makes appointments, obtains pre-certifications, and performs related clerical duties. Does typing, assembles reports, note-taking, filing, maintains patient charts, orders supplies, collects payments, etc. Assists with special promotions and public relations activities. Obtains patient information, schedules medical testing outside the office, and assists the practitioner(s) as needed. Other duties as assigned.

JOB AVAILABILITY: To be discussed with applicant at the time of interview.

COMPENSATION: To be discussed with applicant at the time of interview.

CONTACT PERSON: If interested contact Elizabeth Groves, Practice Administrator for Provider Services via email at egroves@wyandotmemorial.org, or by fax to 419-209-0000 by no later than February 22, 2022.

Posted: 2/15/2022 @ 9AM TG