

FAMILY PRACTICE OF CADILLAC JOB OPPORTUNITY

Job Title: Medical Assistant

Education: Associates degree required or equivalent work experience. Current LPN, CMA, RMA, EMT or EMT-P certification/licensure required. Current BCLS certification. Current TST certification.

Hours: Full-time Monday to Friday 32-40 hours per week; Saturday (Approx. one every 5 weeks) 7:30am-1pm; Sunday (Approx. one every 5 weeks) 8:45am-12pm

Responsibilities:

- Performs routine pre-examination procedures including taking vital signs, medication reconciliation and assessing and recording objective and subjective data concerning patient's presenting condition during the rooming process.
- Assist the physician in all medical/clinical aspects of his/her responsibilities of patient care in a timely, efficient manner.
- Obtain specimens for COVID, flu, urinalysis, pregnancy tests, etc. and perform said tests.
- Administer various IM, SUBQ, and ID injections, including allergy injections as directed by the physician.
- Administer pediatric, adolescent and adult vaccines and document.
- Administer EKG, hearing and eye testing.
- Address gaps in care/treatment opportunities.
- Accurately and completely document all patient interaction in medical record.

Other Skills:

- Maintains confidentiality of patient information according to Practice policies and governmental regulations such as HIPAA and others.
- Experience with electronic health records system
- Demonstrate a willingness to learn and be a motivated team member
- Demonstrate logical thinking to problem solve
- Demonstrate the ability to work efficiently in a fast-paced environment
- Demonstrate the ability to handle multiple tasks at once
- Demonstrate the use of professional telephone techniques

Please send letter of interest and resume to Family Practice of Cadillac, Attn: Amber Somers at admin@fpcadillac.com.