

## **FAMILY PRACTICE OF CADILLAC JOB POSTING**

Job Title: Clinical Medical Assistant Apprentice

Education: High school diploma or equivalent required. Michigan CNA certification or equivalent work experience required. Acceptance of the apprenticeship program requirements for Certified Clinical Medical Assistant (CCMA).

Hours: Approx. 35-40 hours per week  
Approx. one weekend every 6-8 weeks

**Apprenticeship Requirements:**

- Sign an apprenticeship agreement with MIWorks
- Agree to completion of the 12-month CCMA program through NMC Ed2Go.
- Complete the 12-page training guide and finish NMC program in 12 months.
- Agree to completion of the CCMA certification exam. A passing grade will be required to continue employment with Family Practice of Cadillac in a Medical Assistant capacity.

**Responsibilities:**

- Assist the physician in all medical/clinical aspects of his/her responsibilities of patient care in a timely, efficient manner.
- Escort patients to exam rooms and obtain and record accurate history and vital signs
- Accurately and completely document all patient interaction in medical record.
- Obtain specimens for urinalysis, pregnancy tests, FOBT, etc. and perform said tests.
- Administer TB tests and various IM, SUBQ, and ID injections, including allergy injections as directed by the physician.
- Administer pediatric, adolescent and adult vaccines and record necessary documentation.
- Administer EKG, hearing and eye testing.

**Other Skills:**

- Able to demonstrate strong computer skills
- Experience with electronic health records system
- Self-motivation
- Able to work efficiently in a fast-paced environment
- Able to handle multiple tasks at once
- Be organized
- Use good telephone techniques

Please send letter of interest and resume to Family Practice of Cadillac, Attn: Carol Corwin at [admin@fpcadillac.com](mailto:admin@fpcadillac.com) or apply through Indeed.