



Job Title: Certified Medical Assistant

Supervised by: Practice Manager

Weekly Hours: Full-time

Summary of Duties: Provides patient care in an internal medicine office setting. Assists providers and staff in coordinating patient care. Functions as a primary liaison between patients, families, staff and providers.

Essential Functions: Works both autonomously and collaboratively:

1. Communicates with clinical, clerical and billing departments, providers, patients and families to ensure continuity of care.
2. Ability to communicate in both written and verbal formats the physical, mental, and emotional status of patients and families.
3. Accurately completes and maintains medical records and documents.
4. Performs telephone communications.
5. Provides general nursing care to patients. Demonstrates acceptable time management techniques.
6. Maintains exam rooms and lab area. Prepares, stocks and cleans rooms as well as maintains supplies and equipment for treatment.
7. Administers/documents medication, vaccines, and treatments.
8. Maintains skills and knowledge base through reading, training, and other structured in-service opportunities.
9. Attends clinical meetings as scheduled.
10. Conducts self in accordance with Grace Internal Medicine employee manual.
11. Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations.

Education:

1. Certified Medical Assistant, Registered Medical Assistant
2. One or more years of responsible experience in a medical setting; and demonstration of the knowledge and skills required to competently perform the duties of this position
3. BLS Certification

Skills/Experience:

1. Internal Medicine office experience preferred.
2. Knowledge of adult disease processes.
3. Possess knowledge of approved medical abbreviations and correct spelling of the English language.
4. Ability to work with non-cooperative patients, patients with psychosocial problems and needs, or chronic and acute health problems.
5. Ability to adapt to various work assignments.
6. Possess good customer service skills and exceptional telephone etiquette.
7. Previous computer experience helpful.

Environmental/Working Conditions: Ability to work in an environment with exposure to potentially dangerous/infectious materials and situations that require following extensive safety may be required and/or hours may be shortened as business needs dictate.

Physical Demands: Ability to perform moderate physical activity. May require handling/lifting objects (up to 50 pounds) or standing/sitting/walking for more than four (4) hours per day. Prolonged use of telephone may be required.

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