

MEDICAL ASSISTANT

Family Health Care, a Federally Qualified Health Center Look-Alike, is seeking a full-time Medical Assistant. Medical Assistants work in collaboration with Providers and the Front Office team at Family Health Care. Prefer experience providing Medical care services to a wide range of population.

We want people who are:

At their best a constantly changing, challenging environment are Self-motivated and reliable, friendly, personable and excellent communicators with a diverse population of clients and team members. Medical assistants are essential to delivering high-quality patient care

RESPONSIBILITIES

- Prepare patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary.
- Gather patient medical history, take and record vital sign information, and occasionally assist with minor, office-based procedures. Helps patients by providing information, services, and assistance.
- Maintain medical supplies inventory and perform preventive maintenance to keep medical equipment operating.
- Verify patient information by interviewing patient, recording medical history, and confirming purpose of visit. Real time documentation in patient **medical** records.
- Save doctors' time by helping with office procedures. Perform EKGs and X-rays, Injections and blood draws.
- Secure patient information and maintain patient confidence by completing and safeguarding medical records; complete diagnostic coding and procedure coding; and keep patient information confidential.
- Maintain safe, secure, and healthy work environment by establishing and following standards and procedures and complying with legal regulations.
- Complete assigned tasks, such as WebIZ reconciliations.
- Keep supplies ready by inventorying stock, placing orders, and verifying receipt.
- Keep equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and calling for repairs. Maintain Instrument Sterilization.
- Update job knowledge by participating in educational opportunities and reading professional publications.
- Serve and protects the practice by adhering to professional standards; facility policies and procedures; and federal, state, and local requirements.

- Enhance practice reputation by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.

QUALIFICATIONS and SKILLS

- Medical Assistant Certification
- Bilingual with English and Spanish preferred
- Have a flexible and adaptable schedule.
- Experience using Electronic Medical Records
- Dependable and punctual
- Supply management
- Verbal communication
- Infection control
- Creating a safe, effective environment
- Organized and Professional
- Customer focus
- Confidentiality
- Bedside manner
- Medical teamwork

Medical Assistant Summary:

Our Medical Assistants are passionate about patient care and treat each person with dignity and compassion. We are looking for someone who will jump in to get things done and takes pride in quality work and care - A problem solver that wants a fun team to work with! If you are interested in a compassionate work environment and in caring for the whole patient, please consider joining us at FHC.