

Medical Assistant

Fort Washington, PA

Full Job Description:

Perform clinical duties under the supervision of physician and team lead in a high volume, patient-centered medical clinic.

Assist physicians in exam rooms; escort patients to exam rooms, interview patients, measure vital statistics and document in the electronic record. Give instructions to patients per physician orders; access reports, labs; keep exam rooms stocked with medical supplies. Take phone messages; provide feedback and answer patient/physician/pharmacy questions; other duties as assigned by Practice Managers.

Skills: Exceptional customer service and critical thinking; ability to maintain effective and organized systems to ensure timely patient flow; ability to multitask; capable of standing, walking, lifting, and other physical tasks as needed for prolonged periods.

Minimum Requirements: High school graduate or equivalent; certified Medical Assistant or equivalent work experience preferred; computer literacy; ability to stand, walk, lift, climb and other physical tasks as needed. Medical Assistant experience preferred.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off

Schedule:

- Monday to Friday

COVID-19 considerations:

All staff, patients and guests are required to wear masks.
Prior to employment must show proof of being fully vaccinated for COVID-19. Full vaccination is considered 2 weeks post your 2nd COVID vaccination. Boosters are not required at this time.

Education:

- High school or equivalent (Required)

Experience:

- Medical Assisting/Medical Office: 1 year (Preferred)

