

Medical Assistant
Wilmington, DE

Full Job Description

Responsibilities:

- 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.
- Per state Mandate will be required to have. COVID-19 test 3 days prior to shadowing and employment.
- Prior to employment must show proof of being fully vaccinated for COVID-19. Full vaccination is considered 2 weeks post your 2nd COVID-19 vaccination. Boosters are not required at this time.

Education:

- High school or equivalent (Required),

Experience:

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