



Medical Assistant
Full-Time Employment Opportunity

Busy specialty medical practice seeks full-time (36-40 hours/week) medical assistant to work with physicians and other clinical staff in providing patient care.

Requirements:

- High level of accuracy and organization
- Ability to work in a fast-paced, upbeat medical setting
- Proficient in using technology (e.g., accessing patient information, submitting electronic prescriptions, and completing on-line lab requisitions)
- Strong keyboarding skills
- Team-oriented focus and positive attitude
- Self-starter and fast learner
- Dependable and punctual
- Strong communication and interpersonal skills

Duties:

- Assisting provider and patient in examination and surgical settings
- Utilizing electronic medical software to record office notes
- Processing prescriptions and prior authorizations
- Preparing and processing lab specimens
- Working with various lab equipment and completing lab tasks
- Stocking and setting up exam rooms
- Providing excellent, polite, and efficient patient care

Prior patient care experience in a medical setting and/or experience as a medical scribe are preferred but not required. We will consider a highly-motivated individual with strong team orientation. Candidates must be able to provide excellent references from prior supervisor(s) and be willing to work closely with other team members.

Please submit resume along with a brief cover letter to lhedger@albemarledermatology.com.