



## Fayetteville

# Clinical Tech/ Medical Assistant

Integrated Pain Solutions is looking for a Medical Assistant. The ideal candidate will be able to work independently, demonstrate an ability to work within clinical protocols and provide exceptional patient care to our patients. If you are an energetic caring, compassionate person with a medical background in Certified Nursing or Medical Assistant we would love to hear from you.

**Responsibilities:** Perform clinical duties along with some administrative duties under the direction of a physician or nurse practitioner.

**Job Duties:** Interviews patients, measures vital signs, and other pertinent information as required by the department.

- Records information in patient's chart.
- Reviews medication with patient and charts all allergies, surgeries, family history, past medical history and social history of the patient.
- Assist with providing educational information and after care instructions during or after visit.
- Gathers appropriate documents or signatures necessary to assist the provider in treatment decisions.
- Gathers incoming records and make sure that it is recorded in patient chart at time of the visit.
- Knowledge of basic office equipment (phone, fax, scanner copy machine)
- Relays clinical instructions /orders to pharmacy via computer, phone or fax.
- Ensures the exam rooms are clean, stocked, and appropriately set up each day prior to patient visits.
- Contributes to team effort by accomplishing related results as needed.
- Must be able to exercise diplomacy and tact to provide excellent customer service for patients. Practice confidentiality and privacy protocols in accordance with clinic policies and HIPPA requirements.
- Able to use customer service principles and techniques to deal with patients calmly.
- Must be able to multitask and handle other duties that may be assigned.
- Relay messages to physicians and return phone calls to patients.

### **Requirements:**

- High school diploma or equivalent, some college preferred
- Experience: 1 year of working in a medical setting; able to type at least 25 wpm; basic computer skills; some medical terminology
- Certification/ Training: Certified Nursing Assistant or Medical Assistant

### **To Apply:**

<https://integratedpainnc.com/careers/>