

CORNERSTONE FAMILY MEDICAL & URGENT CARE

Medical Assistant (MA)

Position requires the individual to provide clinical and administrative support. The MA role is essential for ensuring that superb patient care is delivered efficiently, and that the office runs smoothly. The MA will assist with both patient-facing tasks and administrative duties as needed. The candidate should possess the ability to positively communicate with patients, coworkers, and supervisors. Must be willing to take initiative and be a collaborator.

List of Responsibilities/Duties:

Clinical Support:

- Take patient vital signs, such as blood pressure, heart rate, temperature, and weight.
- Prepare patients for appointments, answering questions as medically appropriate.
- Administer medications or vaccines as directed by healthcare providers.
- Perform basic laboratory tasks (e.g., blood drawings, urine tests, etc.) and prepare specimens for lab testing.
- Provide patients with pre-appointment instructions and any post-care instructions as needed.
- Sterilize and maintain medical instruments and equipment.
- Assist in minor surgical procedures, dressing changes, or other treatment tasks.
- Maintain patient charts and ensure they are accurate and up to date.
- Answer patient questions, ensuring they are informed about their treatment or any medications prescribed.
- Relay test results and other information to patients as instructed by the healthcare provider.
- Collaborate with healthcare providers to ensure efficient patient care.
- Work closely with the office staff to ensure smooth operations and positive patient experiences.
- Ensure that patient concerns or issues are addressed promptly.
- Maintain compliance with all healthcare regulations and safety standards, including HIPAA, OSHA, and infection control practices.
- Assist in emergency situations, such as CPR or first aid, when needed.

Administrative Support:

- Schedule patient appointments and maintain accurate calendars.
- Answer patient calls and provide information as needed.
- Manage patient intake forms, verify insurance, and ensure proper billing information.
- Prepare and organize medical records, ensuring confidentiality in compliance with HIPAA regulations.
- Process and handle referrals.
- Maintain inventory of medical supplies and equipment, ordering replacements as needed.

Schedule: Day Shift: Monday to Thursday 7:15a-5:30p

Education/Experience:

Associate's degree or above desired

Certified Medical Office Professional

Customer Service: 2 years: In person

Computer Skills: Must be familiar with MS Office, including Excel

Previous experience in a medical office or healthcare setting is a plus

Knowledge of medical terminology, basic clinical procedures, and office management

Minimum Demonstrated Skills:

Motivated to learn and be part of a growing medical clinic

Consistent professionalism, is energetic and empathetic with patients.

Demonstrates flexibility in job assignment.

Team-oriented with a strong desire to contribute to patient care.

Experience with electronic medical records (EMR) or ability to learn EMR systems quickly and efficiently.

To Apply: Email resume to Georgia Buckley at g.buckley@cornerstonefamilypractice.net or officemanager@cornerstonefamilypractice.net