

Pulmonary Practice Associates

Position Title: MEDICAL ASSISTANT

Position Description:

The medical assistant will assist the practice physicians in coordinating care of patients in the office. Responsibilities include but are not limited to the following:

- Rooming patients - taking vitals and inputting results in EHR.
- Maintaining exam rooms and supplies.
- Obtain patient results prior to scheduled appointments.
- Following up with patients regarding test/procedure schedules and test results.
- Preparing injectable medications and vaccines when necessary.
- Coordinating and scheduling tests for patients.
- Travel between offices based on physician schedules.
- Phone triage.

Position Qualifications/Requirements:

- Completion of an Accredited Medical Assistant Program.
- Certified Medical Assistant (CMA) from the American Association of Medical Assistants
- BLS Certification.
- Two (2) years minimum clinical experience as a Certified Medical assistant.
- Experience in a pulmonary specialty medical office recommended.
- Must have advanced knowledge of medical terminology.
- Basic computer skills required.
- EHR (Electronic Health Record) software experience required.
- Knowledge of use of office equipment (fax/copier/scanner)
- Strong understanding of HIPAA and patient confidentiality
- Bilingual (English/Spanish) requested but not required.
- Travel between both offices required.
- Must have a strong interest in patient care.

If you believe you are a good match for the position detailed above, please email your résumé to careers@mylungdoctors.com.