

MEDICAL ASSISTANT

POSITION SUMMARY: Provide professional medical care to LifeChoices Family Medical patients in a clinical environment that is focused on natural, holistic care to women and families. Provide assistance to the providers following the office's standards and practices in a courteous and respectful manner. Provide assistance to patients before, during, and after a doctor visit.

POSITION RESPONSIBILITIES:

- Verify that examination rooms are ready to accept patients and are fully stocked with all supplies
- Verify that all equipment is ready for use by the office staff
- Check the schedule for the day for any additional needs
- Escort patients to the examination rooms
- Measure, record, and document all vital signs
- Enter patient information into AthenaNet, our EMR system
- Communicate patients' needs and/or problems to the physician and assist in resolving accordingly
- Answer all back-office phones promptly with a positive attitude and with excellent customer service skills
- Maintain communication with the patient during their stay in the exam room, keeping them informed of the physician's schedule and time frames
- Communicate with pharmacies for prescription refills or newly ordered medications as required
- Assist the provider with minor procedures performed in the office
- Generate patient letters and communication
- Review the next day's schedule to ensure all items are in the chart for the patient's visit
- Educate patients by providing information and instructions as directed by the provider
- Be able to perform EKGs, injections (including pediatric immunizations) phlebotomy and specimen collection
- Verify all pertinent information is processed and recorded in AthenaNet system
- Maintain patient safety and confidentiality at all times
- Perform other duties as assigned by providers and office management

MINIMUM QUALIFICATIONS:

- Medical Assistant Certification from approved entity or equivalent work experience
- Ability to perform phlebotomy, EKGs, injections (including pediatric immunizations) and specimen collection
- Strong verbal and written communication skills
- Ability to use a computer and enter data into AthenaNet system
- Ability to utilize the internet
- Flexibility to work either a 7:30 am-4:30 pm or a 8:00 am-5:00 pm shift

PREFERRED QUALIFICATIONS:

- One-year clinical experience in a primary care setting
- Bilingual: Spanish/English

POSITION ESSENTIALS:

- Full-Time, non-exempt – 40 hour week; pay \$16-\$18 per hour
- Work location: North Tampa/Lutz
- Reports to Family Practice Physician

BENEFITS OFFERED:

- Paid time off
- Healthshare membership
- Dental and Vision

SEND COVER LETTER AND RESUME/CV TO: INFO@LIFECHOICESMEDICAL.COM