

Job Description:

Experienced Certified Medical Assistant/Phlebotomist

HOURS	Part-time
LOCATION	Medical office/urgent care/laboratory

Position Summary:

This is a highly visible position in a medical practice and urgent care clinic. Rotation hours in nursing homes. The individual will interact with patients and must always project a positive professional image which includes, smiling, greeting patients with enthusiasm, and maintaining an upbeat positive attitude in all interactions with patients and co-workers. Individual must always ensure appropriate communication and confidentiality .

Details:

Assist with all aspects of patient care under the direction of a physician or other licensed professionals. Assist in examination and treatment of patients . Assist with patient check in/check out procedures, collect patient interview data, obtain vital signs and record in patient charts. Perform various lab procedures according to set standards. Collect and prepare blood, urine, and other samples for testing, disposal, and shipping. Answer and triage phone calls to appropriate staff. Assist in management of inventory of supplies. File patient test results in charts. Perform general clerical duties under the supervision of the Clinical Supervisor, Office Manager, Physician, and other licensed professionals as needed.

Hours

This is a part-time position with flexible hours, Monday – Friday and one Saturday per month. On call mileage when applicable.

Preferred Qualifications:

- Previous experience in nursing home/inpatient blood draw
- High school diploma or GED
- Graduate from an accredited medical assistant/phlebotomy/certification program
- Two or more years of experience working in a fast pace medical practice
- Proficient phlebotomy skills is a MUST
- PC/Windows (Microsoft Office) proficiency is a MUST
- Ability to manage high volume of telephone calls
- Ability to communicate effectively and compatibly with physicians, coworkers, and employees in other departments
- Willingness to assign high priority to patient comfort and satisfaction
- Detail oriented, ability to prioritize tasks efficiently

The above information has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhausted list of all responsibilities, duties, and qualifications required of employees assigned to this job.

References and submission to a background check are required.