

# Certified Medical Assistant

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## Job Description

Seeking a Certified Medical Assistant for busy Nephrology practice with multiple clinic locations. We are searching for a reliable Medical Assistant to perform various office and clinical duties. Responsibilities include: Obtain Vital signs, efficiently utilize EHR for entry of patient information, process UA samples, radiology scheduling, rotation and maintenance of patient exam rooms, prior authorizations, medication refills, and cross training for back-up to front office staff. Some local travel may be required for satellite office coverage – mileage reimbursed.

In addition to verified MA certification status, qualified candidates will possess positive attitude, excellent communication skills with staff and patients, professional appearance, commitment to accuracy and confidentiality, dedication to customer service and reliable transportation. Nephrology or Internal Medicine experience preferred but not required.

## Personal Requirements

- Strong Leadership qualities.
- Ability to successfully pass criminal background check
- Excellent communication, organization, and multi-tasking skills
- High level of professionalism
- Reliable transportation
- Outstanding dedication to high level customer service

## Work Experience Requirements

- 2+ years of experience working for a healthcare practice or hospital
  - Certified as a Medical Assistant
  - "Credentialed" as a Medical Assistant, per the guidelines established under the Certified Health Information Technology "Meaningful Use" program with the Centers for Medicare and Medicaid (will be verified)
  - Knowledge of medical insurances and prior authorizations
  - Proficiency with Medical terminology
  - Avg (or above) experience in a MS Windows environment and experience with MS Excel & Word (testing req'd); with preferred typing at >40wpm
  - Proficiency with Computer and Electronic Medical Record use
- Job Type: Part-time

Submit resume and cover letter to [humanresources@hnpc.com](mailto:humanresources@hnpc.com)