



Career Opportunity

Medical Assistant

Job Type: FT/PT

Location: Various

Relevant Work Experience: 1+ year Medical Assistant experience

Summary of Position:

The medical assistant is responsible for providing assistance to the medical provider in an upscale setting. This position possesses the knowledge to explain accurately to patients the products and services provided. The medical assistant enjoys working with people and has a friendly and outgoing personality in addition to strong communication and listening skills. This position is comfortable working in a sales-oriented job.

Responsibilities:

- Deliver basic medical assistant duties, such as but not limited to; blood pressure, EKG, administering injections and collecting specimens; assist medical provider with procedures
- Meet or exceed every patient's expectations by providing optimal and friendly customer service and care
- Maintaining front desk, check-in & check-out of patients, follow up calls to patients, submitting lab and medication orders, inventorying supplies & products
- Participate in marketing campaigns and product launches
- Prepare patients for exams, treatments and minor procedures; clean and prepare exam rooms which includes restocking medical supplies and educational materials
- Educate, review and explain pre-operative care instructions and the surgical process to patients
- Observe record and report patient vitals, conditions, reactions and treatments to medical provider
- Perform all tasks on MA Daily Checklists
- Provide information and promote all med spa products and services to patients
- Listening and responding proactively to patient requests/concerns.
- Work with other departments to ensure a smooth and enjoyable time for all of the customers and employees



- Work in a fast-paced environment that includes a high amount of patient interaction and multi-tasking
- Perform inventory reports on supplies and products
- Contact patients to follow up on weight loss program
- Return patient phone messages and emails
- Maintain patient confidentiality, including HIPAA and practice specific compliance guidelines
- Attend and maintain training relevant to role, including practice management software, CPR, OSHA and HIPAA

Knowledge, Skills and Abilities:

Excellent work ethic, including integrity, positive attitude, productive, gives 100%, organized, team player, treats leadership with respect, excellent attendance, continuously learning (willing to ask for help), focused

The ability to work efficiently and effectively in a detail-oriented, fast-paced setting high amounts of multi-tasking

A positive attitude and professional personal presentation

Excellent communication skills, including the ability to listen and empathize with a variety of patient scenarios

Outstanding customer service skills

Computer experience with customer scheduling software and basic computer knowledge

Able to perform multiple administrative tasks at one time

Flexible schedule that has availability to work Saturdays

PREFERRED:

Med Spa, Dermatology or Weight Loss industry experience

Experience in assisting provider with dispensing medication to patients

Previous experience up selling and cross-selling to customers

Education:



HS Diploma or GED
Medical Assistant Certification

Please forward resumes to: recruiter@redmountainweightloss.com