

Job Posting

Certified Medical Assistant

Do you want to make a difference? We are a small innovative dermatology clinic with excellent providers in the South Metro area, MN. You will be working alongside the dermatologist during patient visits and procedures. You will have contact with patients to make that difference.

We are currently seeking full-time certified medical assistants (CMAs). Please apply if you:

- Completed CMA training, or are on track to complete MA training, by your start date, or five years of Dermatology experience.
- Have graduated, or are on track to graduate, in the top 10% of your class
- Have outstanding personal and professional references
- Computer skills and excellent interpersonal skills a must.
- Are friendly, honest, caring, hard-working and want to work in a clinic that shares those characteristics.

Position Overview

The Medical Assistant is responsible for a variety of patient care duties and other related duties in the clinic setting that include patient flow, physician assisting, EHR scribing, telephone calls, and other clinical duties.

Duties

- Provide patient-centered customer service
- Prepare for the day's activities by checking schedules and preparing rooms for patient use i.e. clean, organize, and stock rooms with necessary equipment and supplies
- Assist physician with patient care and education regarding both common and complex conditions
- Scribe for the physician using the EHR
 - Accompany the physician into the patient examination room in order to transcribe a history and physical exam, and document accurately the physician's encounter with the patient and others present
 - List all proper diagnoses and symptoms as well as follow up instructions and prescriptions as dictated by the physician
 - Transcribe patient orders including laboratory tests, radiology tests, medications, etc.
 - Document any procedures performed by the physician
- Maintain strict confidentiality of patient health information
- Perform other duties as assigned

Minimum Requirements

- Completion of an accredited Medical Assistant Program
- 6 months of experience as a Medical Scribe
- Strong medical terminology knowledge
- Recognition of physician exam process and ability to record exam details
- Computer proficiency and ability to quickly learn new applications while maintaining accuracy
- Organizational skills with focus on tracking patient care and improving patient flow
- Ability to communicate calmly and clearly with patients and others on the phone
- Knowledge of customer service principles and techniques

Preferred Qualifications

- Certified Medical Assistant through AAMA
- Experience working in a dermatology practice
- Modernizing Medicine electronic health record

Interested candidates or for more information please contact Linda Bohlig at lbohlig@mydermtc.com