Medical Assistant

Charles B. Wang Community Health Center is seeking to hire a full-time Medical Assistant. Internal Medicine, OBGYN, and Pediatrics in Chinatown. And Family Medicine and Internal Medicine in Flushing.

Responsibilities:
-Directs patient care and support
-Performs nursing tasks under the direction of the registered nurse or authorized health care providers
-Interviews patients and records medical history, takes vital signs and prepares patients for medical visits
-Conducts health/risk screening using standardized tools
-Collects laboratory specimens as ordered
-Assists providers in procedures using sterile or aseptic techniques
-Promotes patient self-management by providing patient education, appointment reminders, and support in collaboration with the care team
-Facilitates communication for patients and health care providers by providing translation or interpretation as needed
-Completes accurate EMR documentation of patient information and services provided
-Effective teamwork, communication, and collaboration as part of a practice-wide care team
-Demonstrates curiosity and understanding of patient registration, administrative workflows, and prior authorization processes
-Collaborates with the care team to conduct pre-visit planning and post-visit follow-up
-Participates in Quality Improvement (QI) projects and other related activities
-Maintains a cooperative relationship among health care teams by communicating information; responding to requests, and participating in team problem-solving
-Adapts to changes in practice operations, workflows and patient needs as they emerge
-Other duties as assigned
**Minimum Qualifications:**

- High School Diploma and 2 years of work experience
- Associate's Degree preferred
- Work experience in the health care field preferred
- Medical Assistant Certification preferred
- Basic CPR (BCLS) Certification is required (Health Center will provide it if needed)
- Bilingual in English/Chinese preferred
- Excellent interpersonal skills, ability to work as part of an interdisciplinary team
- Good problem-solving skills and interested in learning all aspects of the practice

**Benefits:**

- The Health Center provides a generous employee benefits package so you can focus on doing great work. That includes:
  - medical insurance
  - employer-paid dental and life insurance
  - retirement savings plan
  - flexible spending accounts for transit, parking, health, and dependent care
  - paid time off (28 days for the first year of employment), and
  - tuition reimbursement for eligible employees