

Medical Assistant- Full Time

Responsibilities:

CMA/MA:

- Greet patients and prepare them for physician examination.
- Assist physician with patient care, exam, and other related nursing duties.
- Screen patients for appropriate information.
- Perform patient triage.
- Prepare exam rooms.
- Schedule patient laboratory and radiology testing.
- Maintain patient confidentiality.
- Perform related work as required.

Minimum Qualifications

CMA/MA:

- Current CMA/MA certification or licensure.
- Previous orthopedic or ambulatory physician office experience preferred.
- Excellent interpersonal and communication skills.
- Computer knowledge.

Able to work flexible hours, depending on the needs of the practice.