

Certified Medical Assistant – location availability varies, along with Travel positions open to support Dr. Sable and Dr. V

The bilingual (English/Spanish) Medical Assistant (MA) will assist the Provider with patient care to include in office MOHS procedure. They will create an atmosphere that reflects the high level of standards and care that patients expect to receive from our practice. MAs must be tactful, professional in appearance and manner at all times. They will communicate with the Provider and patient and always remain mindful of patient confidentiality.

**Job Duties:**

- Assist Provider with patient care.
- Escort patient to exam room and document pertinent patient information.
- Clean and organize exam rooms.
- Assist with organizing efficient patient flow.
- Equipment set-up according to instructions.
- Calibrate, clean, sterilize, and inventory all medical equipment and instruments.  
Keep appropriate records of maintenance program
- Prepare Path/lab specimens, route to correct lab directed by patients insurance plan.
- Retrieve path/lab reports as directed. Follow-up per Provider's instructions.
- Respond to patient questions in office and by phone, as instructed.
- Notify patients of path/lab results. Schedule appointments as required.
- Schedule prescriptions and refills to pharmacies.
- Comply with OSHA, HIPAA, and Blood Borne Pathogens Standards.
- Maintain medication samples, discard out-of-date supplies, and keep appropriate records.
- Maintain infection control.
- Order, sort, and restock inventory of all medical supplies.
- Document all medical instructions given to patients.
- Possess knowledge of all products and procedures in office.
- Be knowledgeable of office financial policies and fees.
- Schedule appointments for patients with other specialists, fax appropriate records if necessary.

**Job Type:** Full-time.

**Compensation:** Hourly (Competitive)

**Job Location:** Hudson/Town & Country/Kennedy

**Preferred Education & Experience:**

- Certified Medical Assistant and minimum or 1 year of Dermatology experience.