

Job description

Are you a medical assistant that thrives in a small medical practice environment? Do you enjoy a strong work-life balance? If so this position will be perfect for you! The position involves taking patient vitals signs, entering data into the EHR system, sending in prescriptions to pharmacies, returning patient phone calls, maintaining exam rooms, and assisting physician with minor procedures. High school diploma or equivalent and at least two years' experience working in a medical office is required. Certification from an accredited medical assisting or nursing assistant (MA/CNA) program is preferred. As a small practice excellent interpersonal skills that allow effective working relationships with both patients and work colleagues is a must. Reliable, dedicated work ethic and organizational skills are required. Part time position with the option of working 3-4 days a week. If you are looking for an opportunity to work with a medical practice that values their employees, believes in work/life balance, and prides itself on providing patient centered care, we encourage you to apply today!

: Principals only. Recruiters, please do not apply

: DO NOT contact us with unsolicited services or offers.

Job Type: Part-time

Salary: \$13.95 - \$15.00 per hour

Benefits:

- 401(k)
- Paid time off

Medical specialties:

- Surgery

Schedule:

- Monday to Friday

Work setting:

- In-person

- Office

Ability to commute/relocate:

- Glen Allen, VA 23059: Reliably commute or planning to relocate before starting work (Required)

Experience:

- EMR systems: 2 years (Required)
- Vital signs: 2 years (Required)

License/Certification:

- BLS Certification (Preferred)
- Certified Medical Assistant (Preferred)

Work Location: One location