



<https://thrivecmg.com/job/medical-assistant/>

Medical Assistant

Description

Thrive Comprehensive Medical Group is a multi-specialty group dedicated to alleviate patient suffering and burden of disease. We are looking for qualified Internal medicine or Family medicine providers to assist in providing comprehensive care for patients.

Responsibilities

The duties of a medical assistant involve completing routine patient care. Clinical duties include preparing patients for visits, assisting physicians during visits and coordinating patient treatment plans including performing EKG tracing, administering vaccinations, ear lavage, and other routine care tasks. The MA is will assist checking-in patients, obtaining vital signs and prior medical history. The MA will provide support with charting, billing, data collections, and other duties as assigned by her direct or indirect supervisor.

Administrative duties include, but not limited to scheduling appointments, calling patients to confirm appointments, updating and or verifying insurance. Other duties as assigned by manager or lead.

Qualifications

Will accept applicants with a current Medical Assistant Certificate.

Ability to work with the physical demands of standing 80% of the day, lifting limbs and patients of various weights in the course of casting, medical procedures, or other clinic needs.

Skill in independently composing correspondence in standard correct grammar.

Skill in organizing work flow to meet deadlines

Skill in establishing and maintaining complex filing systems (general and research).

Skill in speaking clearly and distinctly using appropriate English vocabulary and grammar to obtain and convey information to individuals at various organizational levels.

Skill in setting priorities which accurately reflect importance of job responsibilities.

Skill in exchanging ideas and opinions with others to increase efficiency of office procedures.

Skill in collaborating with colleagues and administrators. Knowledge of CPT and ICD 10 codes for billing

Working knowledge of Microsoft Professional, Microsoft Word, and various software programs.

Knowledge and ability to practice aseptic technique when assisting with procedures and wound care

Ability to perform independently and complete assignments with minimum direction and supervision.

Hiring organization

Thrive Comprehensive Medical Group

Employment Type

Full-time, Part-time, Intern

Job Location

18607 Ventura Blvd, Ste 102, 91356, Tarzana, Los Angeles, USA

Working Hours

8:30am – 5:00pm

Date posted

July 7, 2022

At least two-year medical office experience required.
Working knowledge of medical terminology.
Ability to triage medical problems within scope of job responsibilities.
Ability to take direction from physicians and medical providers and work collaboratively with other staff members.
Interpersonal skills to deal with patients, staff and volunteers of diverse educational, economical and cultural backgrounds.
Ability to work in busy setting with conflicting demands.
Professional and enthusiastic attitude and demeanor with a belief in patient-centered care.

Thrive Comprehensive Medical Group is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status

Job Benefits

Benefits Package and Bonuses

Leadership Pathways and Partnership

Quality related bonuses

Health coverage Medical Dental and Vision