

Medical Assistant:

We are seeking a dedicated, patient centered Certified Medical Assistant or Certified Nursing Assistant for our GI clinic in Englewood.

SDG has embraced a COVID-19 vaccine requirement for employees with reasonable accommodations to promote the utmost safety in all workplaces.

The ideal candidate must be organized; detail oriented and works well in a close team setting. Must have excellent phone etiquette, follow through & advanced computer experience. Scheduling experience is a plus.

Hours are Monday-Friday. There are early and late shifts which generally rotate weekly.

National Certification or Registration for Medical Assistant is a must. CNAs must be able to provide up-to-date license.

Primary Duties Include:

- Intake to include ROS, history, vitals, meds and allergies
- Creating and E- Prescribing Colonoscopy Preps
- Coverage for Medical Assistants vacations/days off
- Heavy volume of scheduling procedures, labs and radiology
- Voicemail retrieval and returning of calls
- Compliance Monitoring on patients
- Front Desk Back Up

Key Qualities:

- Excellent documentation skills
- Able to multi-task
- Reliable
- Excellent patient care
- Work well in team setting

Job Type: Full-time

Pay: \$19.70 to \$20.24 per hour

Signing Bonus: \$250.00