

Medical Assistant

Come work with the most successful GI practice in Colorado and help our providers deliver exceptional patient care.

Our medical practice in Englewood is looking for Medical Assistants who are either certified or willing to get certified after completing 1 year of employment. Our company will assist you by providing the materials and testing information and your manager will help you get scheduled for the exam at the appropriate timing.

We also welcome pre med students to apply for this fulltime position to assist with getting clinical experience.

CNA's are encouraged to apply.

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.

National Certification or Registration for Medical Assistant will be expected after 1 year of employment.

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
- 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: \$20.73 to 21.25

Expected hours: 39 – 42 per week

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Medical Specialty:

- Gastroenterology

Schedule:

- Monday to Friday

Experience:

- Medical office: 1 year (Preferred)

Work Location: In person