

Medical Assistant

Our medical practice in Parker is growing and adding providers so we are looking for Medical Assistants.

Our company will assist you in getting certified if you are not currently certified. We will provide 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.

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. Employees generally have their schedules 2-3 weeks in advance to assist with work life balance.

National Certification or Registration for Medical Assistant will be an expected goal 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: 40 – 42 per week

Benefits:

- 401(k)
- AD&D insurance
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Profit sharing
- Retirement plan
- Vision insurance

Medical Specialty:

- Gastroenterology

Schedule:

- Monday to Friday

Work Location: In person