



Simon Yu, MD Prevention and Healing, Inc.
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Job Description:

Certified Medical Assistant

Full-Time position at Integrative MD Medical Practice

Position Summary:

This is a highly visible position in an Integrative Medicine Practice that offers the best of traditional and alternative medicine. Individual will interact with patients and MUST project a POSITIVE PROFESSIONAL image at all times with enthusiasm.

Details:

Assist with all aspects of patient care under the direction of a physician or other licensed professionals. Assist in examination and treatment of patients. Assist with patient check in/check out procedures, collect patient interview data, obtain vital signs and record patient charts. Perform various lab procedures according to set standards. Collect and prepare blood, urine, hair, and saliva samples for testing, disposal, and shipping. Answer and triage phone calls to appropriate staff. Assist in management of inventory of supplies, supplements, and meds. File patient test results in charts. Perform general clerical duties under the supervision of other licensed professionals as needed. This is a full-time position, Monday-Friday.

Preferred Qualifications:

- Previous experience in an alternative medicine practice is a plus
- Certification from accredited medical assistant program, high school degree or GED
- Two or more years of experience working in a fast-paced medical practice
- Proficient phlebotomy skills are a MUST
- PC/Windows (Microsoft Office) proficiency is a MUST
- Good communication skills, detail oriented, ability to prioritize tasks efficiently

This information has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as an exhausted list of all responsibilities, duties, and qualifications required of employees assigned to this job. References and submission to a background check are required. For consideration, please forward your resume and salary requirements by email, with CMA in the subject line, to preventionandhealinginc@gmail.com.

Job Type: Full-time

Benefits: 401(k), Employee discount, Flexible schedule. Paid time off

Medical specialties: Internal Medicine, Holistic Medicine

Schedule: 8-hour shift, Day shift, Monday to Friday