

## **Medical Assistant**

First Coast Heart & Vascular Center ("FCH") is a larger cardiology, cardiovascular, interventional cardiology and electrophysiology practice spanning Jacksonville to Palm Coast. This position will be for our Jacksonville location. Our practice continues to grow and with that comes the demand of growth for this position.

**JOB OVERVIEW:** Responsible for patient care under the direction of a physician or licensed health care provider.

- Medical Assistant position - FT for a multi-physician cardiology practice.
- Ideal candidate will possess EMR experience, Allscripts preferred.
- Must have positive attitude and be able to multitask in a fast paced environment. Experience in both back and front office needed.
- Our practice offers great benefits and provided a supportive team environment

### **ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Room patients, obtain vitals, patient history and reason for seeking care.
2. Process telephone messages.
3. Follow prescription refill procedures.
4. Maintain patient records confidentially.
5. Record patient charges and lab charges for billing department.
6. Assist the provider with patient education pertaining to their ongoing health care.
7. Experience with EKG's a plus
8. Results of lab and x-ray reports
9. Diet and exercise
10. Laboratory and radiology preparation

### **ADDITIONAL RESPONSIBILITIES:**

1. Must be able to recognize and respond appropriately to urgent/emergent situations per protocols.
2. Maintain work area, exam rooms, supplies, medications and immunizations.
3. Perform basic triage per specific office protocol procedures.
4. Maintain professional appearance and personal conduct at all times.
5. Adhere to employer work practices.
6. Establish and maintain effective working relationships with physicians, staff and management.
7. Effectively cope with typical job stress.
8. Document work processes as required.
9. Perform other duties as assigned, which may also include front desk responsibilities.

### **QUALIFICATIONS:**

#### **Education/ Certification/Licensure:**

1. Certified Medical Assistant through the National Medical Assistant Certification exam (i.e. AAMA or NCCT) within one year of issuance.
2. CPR certification for *Health Care Providers*.

**Experience:** 3 months experience in a medical office environment preferred.

**Skills:**

1. Medical terminology.
2. Strong organizational and interpersonal skills.
3. Knowledge of CPT & ICD-9 coding procedures.
4. Knowledge of medications and injection procedures.

**Other Requirements:**

1. Maintain current Medical Assistant-certified certification.
2. Ability to multi-task efficiently and effectively.
3. Must be able to act calmly and effectively in a busy or stressful situation.
4. Ability to communicate effectively in the English language in person, by phone and in writing.
5. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.

**Physical Requirements:**

Hearing: Adequate to perform job duties in person and over the telephone. Able to use stethoscope and respond to verbal questions.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases, bodily fluids, medicinal preparations and other conditions common to a clinic environment.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirement.

The working hours and days are fairly standard at approximately 8am-5pm Monday through Friday. Overtime is afforded as approved and needed. Competitive benefits packages include supplemented health insurance, 401k, paid time off, holiday days off with pay and other benefits.

FCH is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, or national origin.

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