

Back Office Medical Assistant

Qualifications:

- High School Diploma or equivalent, Medical Assistant Certificate, a minimum of one (1) year recent experience working in a medical back office setting, and/or hired directly from completing an externship with Edinger Medical Group.
- Must possess the ability to interact and communicate well with physicians, patients and co-workers. Must have up to date knowledge of HIPAA and adhere to the set guidelines on patient confidentiality.
- Must have current CPR/BLS Certificate

Responsibilities Include (but are not limited to):

- Ensuring that office, exam rooms and work stations are ready to use and receive patients by thoroughly cleaning/disinfecting and stocking, logging into the computers in each room and the assigned provider work station.
- Rooming patients with friendly and caring professionalism, keeping in mind at all times our goal to provide excellent customer service and patient care, while maintaining Social Distancing, and the safety of each patient following the current health and safety recommendations set forth by the CDC and EMG.
 - Taking and recording accurate vitals.
 - Updating patients' medical records with accurate medication reconciliation, diagnostic testing results, social screening history etc.
 - Coordinate scheduling out of office procedures and appointments when needed for our patients, ensuring that the patient understands any and all necessary instructions and information given.
- Assist patients and providers with their TeleVideo/TeleHealth visits as needed, including pre-visit prep and technology assistance as able for each patient.
- Retain a working knowledge of preparing and administering injections, phlebotomy, ear lavage, all in-office diagnostic testing, (i.e. Treadmill set up and assist, EKG, Spirometry, Holter monitor hook up and downloading, overnight pulse oxymetry, HgbA1C testing, Coagucheck, etc.) Wound care, surgical sterile tray set up, instrument sterilization, and responsible for learning proficiently any new diagnostic testing Edinger Medical Group should acquire.
- Setting up and assisting physicians with procedures, with forethought to necessary specimen collection.
- Accurately labeling and processing any and all specimens collected/acquired with necessary information included, verifying patients name and identification.

- Maintain accurate and up to date knowledge of your assigned providers schedule to be able to facilitate your provider and patient needs in advance to best utilize the time allotted for each visit.
- Must know the location of the AED Machines, crash carts and oxygen tanks in each office.
- Must provide accurate documentation in the patients' Medical Records and test ordering.
- Ensure the use of Universal Precautions at all times.
- Maintaining all log books/sheets/forms accurately, initialing and or signing you first initial, full last name and credentials when charting.
- Complete Tasks from the multiple Jelly Beans "In Boxes" in a timely manner throughout the day, with emphasis on priority tasks such as pharmacy calls and patient messages that must be taken care of the same day.
- Ensure that help is rendered to any other department when needed.
- Any and all other duties assigned by manager or floor lead.
- Required to work a minimum of one weekend Urgent Care day per month and a minimum of one Late Night Urgent Care shift per week when applicable, along with assigned weekly hours.
 - Expected to stay with assigned provider should they work past the assigned daily hours.
- Expected to be on time and on the floor ready to work once clocked in.
 - To take a minimum of a thirty (30) minute lunch, and maximum of a sixty (60) minute lunch unless previously arranged with the manager.
 - To take one ten (10) minute break during the morning shift, and one ten (10) minute break during the afternoon shift, ensuring to sign the designated break sheet.

Hourly Rate: \$19 - 22

Job Type: Full-time

Location: Fountain Valley Office

Benefits:

- Health, Dental, Vision, Life Insurance
- 401k plan with generous match
- PTO