



**Posted Date: March 1, 2021**

**Posting Close Date: Until Filled**

**Position: Medical Assistant – Wadsworth/Medina**

**Employment Status: Non-Exempt, Part time or Full time (40 hrs/wk)**

**Wage: Hourly, commensurate with qualifications and experience.**

**General Qualifications (including but not limited to):**

High School Diploma or GED. Completion of an accredited certified medical assistant program required. Experience in a medical office setting recommended, but not required.

Certificates, Licenses: Current CPR Certification, National Registered Certified Phlebotomy Technician (NRCPT).

Essential Functions of the Position include but are not limited to:

- Performs and assists with clinical procedures under supervision of the clinic physician, nurse practitioner(s) and nursing staff to maintain organization and timely flow of patient encounters in the medical clinic.
- Assists with follow-up of patient needs including prior authorizations, scheduling outpatient procedures or referrals, and making schedule adjustments.
- Must have the ability to use computer applications, electronic medical records, and be proficient in MS Office products.

### **How to Apply**

Interested applicants will apply by completing the Medina County Health Department Employment Application located on our website at [www.medinahhealth.org](http://www.medinahhealth.org) and returning it to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to [hr@medinahhealth.org](mailto:hr@medinahhealth.org). EOE