



Job Posting

Posted Date: November 18, 2019

Posting Close Date: Until Filled

Position: Medical Assistant

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

Wage: Hourly, commensurate with qualifications and experience.

General Qualifications (including but not limited to):

High School Diploma or GED and completion of a certified medical assistant program and National Registered Certified Medical Assistant (NRCMA) certification required.

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

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.
- Experience in medical office setting preferred.

How to Apply

Interested applicants will apply by completing the Medina County Health Department Employment Application located on our website at www.medinahealth.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@medinahealth.org. EOE