



JOB POSTING

POSTING DATE: September 1, 2022

POSITION: Medical Assistant
Pay Range: \$11.00-19.00/hr

STATUS: One Full Time Non-Exempt Position (40 hours per week) Bilingual in Spanish preferred

RESPONSIBILITIES INCLUDE:

Clinical Duties:

1. Recording patients' vital signs, documenting physicians' notes and changes in medical conditions
2. Taking tissue and fluid samples and sending them in for laboratory analysis
3. Prepping exam rooms for clinical procedures and assisting practitioners with patient care.
4. Assisting physicians during routine checkups, outpatient procedures and other physical exams
5. Monitoring and documenting patient symptoms for physicians' review during clinical exams
6. Providing compassionate patient support and care, attention and assistance during office visits
7. Preparing and administering medications under the direction of supervising physicians
8. Participate in quality assurance activities to demonstrate compliance with standards, laws, regulations, policies, and procedures.
9. Fully participates in the Quality Assurance Program.
10. Perform other duties as assigned.

Administrative Duties:

1. Managing office telephone systems, including answering calls and returning messages
2. Scheduling patient appointments and maintaining communication to confirm future appointments.
3. Documenting patients' medical information, including medical history and health insurance information.
4. Performing data entry tasks to document patient records within facility databases and maintaining patient files.
5. Coordinating daily office activities, greeting patients and checking patients in and out for their appointments
6. Perform other duties as assigned

EDUCATION: High School Diploma/Medical Assistant Certification

QUALIFICATIONS:

- State of Ohio Driver's License or the ability to provide transportation to work locations with limited or no public transportation services may be required for some positions.
- Successful candidates will be subject to pre-employment drug screening.
- All new hires must be free from the use of tobacco or nicotine containing products as a condition of employment.
- Huron County Public Health is an Equal Opportunity Employer.

Interested parties should forward their resume to :

Huron County Public Health
Attn: Director of Administrative Services
28 Executive Drive
Norwalk, OH 44857
Email: kboose@huroncohealth.com