



Medical Assistant

Human Resource Department
627 Edwin C. Moses Blvd
5th flr, Ste. M
Dayton, OH 45417

Email: hwhc@horizonswomens.com
Phone: (937) 228-4942

Area: Montgomery
Interviewing Manager(s): Charlotte Harris, hwhc@horizonswomens.com

This job reports to the Medical Assistant Manager and pays \$10.50 - \$14.00 per hour and no bonus. Relocation is not provided and travel is not required

Number of openings for this position: 1
Eligible for Over-Time: YES
Eligible of Shift Differential: NO

Overview

Come join a warm, friendly team of professionals that truly cares about their patients. If you have an interest in women's healthcare, pediatrics and family medicine and want to make a difference in the lives of others, please apply.

Job Skills/Requirements

The candidate MUST have experience in Family Practice OR OB/GYN. Must possess skill like vaccination administration, phlebotomy and should be proficiently trained to perform both administrative and clinical tasks in the medical care environment. Pediatric experience preferred

Minimum Education

The Medical assistant should have an Associate of Applied Science degree from a CAAHEP-accredited college program and have successfully passed a national certification exam.

Major Administrative Responsibilities:

Greeting patients, scheduling appointments, scheduling surgeries, reporting to physicians and nurses, coordinating patient testing and referrals.

Major Clinical Responsibilities:

Coordination of Adult, Women, Obstetric and Pediatric patients, administer medications and immunizations, perform basic lab tests, phlebotomy skills and preparing patients in rooms to see physician with proper vitals and room set-up, procedure set-up.

Major Skills Required:

Excellent computer skills with a working knowledge of an EMR Microsoft Word and PDF files. Excellent customer service and communications skills, highly professional phone voice.

Benefits: Medical Insurance, Paid Vacation, Paid Sick Days, Paid Holidays

Screening Requirements:

Drug Screen, Criminal Background Check

Follow-Up Contact Information:

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