
Medical Assistant

Job description

We specialize in managing independent groups of physicians with both commercial and senior managed care (HMO) patients. Our company is built on more than 100 years of collective experience in the managed care (healthcare) industry providing personalized care and exceptional service. We're conveniently located in North County San Diego boarding Oceanside and Vista.

As a Medical Assistant (MA), this position performs a wide variety of duties and responsibilities in a manner that places emphasis on quality of care and customer service.

Key Responsibilities:

- Prepare for patient appointments by reviewing and updating patient record prior to appointment.
- Maintain exam rooms by cleaning between patient exams to ensure patients' comfort and compliance with infection control standards; ensure all necessary supplies are stocked
- Provide initial medical screening: Greet patients and direct to appropriate exam room. Take vitals (weight, height, temp, blood pressure), document specific chief complaint, and basic medical history; administer medications, take blood sample, and accurately document in medical chart according to generally accepted medical standards.
- Assist physician during examination of patient as needed
- Performs EKGs and assist with small procedures such as joint injections, punch biopsy, excision skin cancer, abscess drainage (training provided as needed)
- Perform all duties and service as assigned and in full compliance with company standards

Key Qualifications:

- Certified Medical Assistant
- At least one year of MA office experience; Oncology office experience preferred.
- Excellent verbal and written communication skills
- High degree of emotional intelligence, compassion, diplomacy and tact
- Demonstrated flexibility in regards to job duties/assignments
- Ability to multi-task and work effectively in a high-stress and fast-moving environment
- Possess a thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA
- Bilingual English/Spanish and/or other languages strongly preferred
- Athena EHR experience strongly preferred (but not required)

At Physicians DataTrust, you'll enjoy a rewarding career with our growing company and progressive, friendly work environment while receiving a generous portfolio of benefits including medical, dental, vision, life insurance, 401k with company match, (FSA) Healthcare Flexible Spending Account, paid sick time, holidays and vacation. Compensation for this position is dependent upon experience.

For immediate consideration, please submit your cover letter and resume.

Please indicate **Medical Assistant** in the subject line.

Job Type: Full-time

Pay: \$17.00 - \$20.00 per hour