

## **Part Time Front/ Back office Medical Assistant**

**Hours:** Monday, Wednesday and Friday 8am -5pm

Tuesday and Thursday 8am to 12pm

- Schedule patient appointments.
- Perform data entry and processing.
- Respond to patient lab inquiries.
- Assist with prescription refill procedures.
- Assist with authorization processing.
- Assist with billing, coding, and collections.
- Room patients, obtain vitals, patient history and reason for seeking care
- Maintain patient medical records confidentially
- Assist the provider with patient education pertaining to their ongoing health
- Maintain work area, exam rooms, supplies, medications and immunizations
- Clean and sterilize medical instruments
- Establish and maintain effective working relationships with physicians, staff and management
- Ability and willingness to treat all patients with the utmost kindness
- Performing other duties as assigned

Required:

- Bilingual Tagalog speaking preferred