



Job Title: GAP Year Opportunity Medical Assistant

FLSA Classification: Non-Exempt

Salary Grade: GRADE 101

Reports to: Office Manager

Date: 1/26/2022

JOB DESCRIPTION

Job Summary

As a Medical Assistant (GAP Year) you have the opportunity to gain knowledge in the health care environment by working with Packard's providers across multiple clinics. This is helpful for individuals planning on furthering their education in medical school. You will be responsible for providing administrative support to ensure efficient operation of the medical office/hospital. You will support doctors and patients through a variety of tasks related to patient care management, organization and communication. The target is to complete all activities accurately, with high quality and in a timely manner.

Job Duties

- Interview patients and document basic medical history
- Organize and schedule appointments
- Update and file medical records and insurance reports
- Arrange hospital admissions and laboratory services
- Check with patients and type up patient charts
- Assist during medical examinations
- Produce and distribute correspondence memos, letters, faxes and forms
- Handle receivable and payable accounts and keep financial records
- Prepare and clean treatment rooms and medical instruments

Competencies

- Proven working experience as a medical assistant or medical secretary
- Knowledge of medical office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Social perceptiveness and service oriented
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office and patient management software
- Degree in medical assistance

Supervisory responsibilities

- N/A

Work environment

- Fast paced Clinic Environment
- Smoke and Drug Free

Physical demands

- Standing for long periods during work shift
- Bending and lifting over 25lb

Travel required

- N/A

This job description is a general description of job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of Packard Health are expected to perform tasks as assigned by PH supervisory/management personnel, regardless of job title or routine job duties. In accordance with the Americans with Disabilities Act, PH will provide reasonable accommodations for individuals who can perform the essential functions of this job.
