

Job description

Full Time Entry Level Position: Medical Assistant Position/Admin (40 hrs/week)

We are seeking a full time Entry Level Medical Assistant. The Medical Assistant will join a small, yet busy and growing medical practice in Fremont, California. The job offers a salary commensurate with experience and advancement opportunities.

We welcome medical assistants and prefer Spanish speaking persons. Quick availability a plus.

- 5 days a week. Practice hours of operation: 8:30 am to 5:00 pm. Monday - Friday.
- This position has the following responsibilities.

- **Medical Assistant Responsibilities**

Urine collection, check patient in.

Dispensing medications, Assist in writing prescriptions.

Set up for injections when needed.

- **Administration Responsibilities:**
- Processing new patients and scheduling appointments.
- Fill out work status, make copies of forms.
- Filing reports and sorting incoming faxes for patients.
- Telephoning patients and / or physician offices for any ongoing care issues.
- Chart prep. Fill out EDD forms.
- Send referrals. Request authorization for procedures.
- Inventory

Position Qualifications

- Medical Office experience preferred
- **Spanish Speaking – Preferred**
- Excellent multi – tasking skills, must be multi tasking.
- Preferred outgoing positive personality
- Computer literacy including experience with Microsoft Office Suite, fax machines and on line ordering experience
- Outstanding interpersonal skills in order to communicate effectively and professionally with the public, medical professionals, and vendors.
- Flexible , calm problem – solver capable of responding professionally to unplanned situations
- Honest, ethical, organized, methodical, detail-oriented professional.
- A self starter who takes pride in developing systems and procedures to streamline office efficiency
- Graduate of a medical training program is preferred
- A college degree in a related field is a plus
- Office efficiency – Work with a physician and other staff to dynamically troubleshoot and improve office efficiency. Perform limited other staff duties by cross training.

Please email your resume, salary requirements, and when you can begin work. Your resume will not be considered if you don't include your salary requirements and why you're the ideal candidate. Serious inquires only.

