



INTERLACHEN PEDIATRICS

Medical Assistant

Job description

Responsibilities:

- Assist healthcare professionals in providing patient care
- Prepare patients for examinations and procedures
- Take and record vital signs, such as blood pressure and temperature
- Administer medications as directed by healthcare provider
- Perform basic laboratory tests and collect specimens
- Prepare and maintain examination rooms and equipment
- Provide patient education and instructions

Skills:

- Excellent communication and interpersonal skills
- Strong attention to detail and organizational skills
- Ability to multitask and prioritize tasks effectively
- Proficient in medical terminology and documentation
- Knowledge of medical procedures and equipment operation
- Familiarity with electronic health records (EHR) systems
- Ability to maintain patient confidentiality and privacy

Job Type: Full-time or Part-time

Salary: starting at \$18.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Medical specialties:

- Pediatrics

Schedule:

- Monday to Friday
- Rotating Saturdays

Work setting:

- In-person
- Office
- Outpatient
- Private practice

Ability to commute/relocate:

- Reliably commute or planning to relocate before starting work (Required)

Experience:

- EMR systems: 1 year (Preferred)
- Pediatrics: 1 year (Preferred)
- Immunizations: 1 year (Preferred)

License/Certification:

- BLS Certification (Required)
- Certified Medical Assistant (Preferred)