



Job Description for Medical Assistant - Floor bilingual English and Spanish

PHCA Medical Group is seeking to immediately employ a Medical Assistant (MA) for a fast-paced medical clinic, bilingual is required. The primary objective of the MA is to assist the physician with all aspects of patient-care, as well as represent the company in a professional and courteous manner. The position primarily involves supporting the Doctor and assisting the patients in a manner consistent with a pleasurable clinic experience, accurate information and positive patient outcome.

Essential Duties And Responsibilities:

- Escort patients to and from treatment rooms, distribute health information, and collect specimens.
- Check vital signs.
- Handle Rx refill duties.
- Enter Medical information into an Electronic (computer) Medical Record
- Clean rooms after each treatment.
- Maintains safe, secure, and healthy work environment.
- Maintains customer-service orientation at all times.

Other Training, Skills, Certifications, & Key Competencies:

- High School graduate and formal training from a vocational school or equivalent
- Medical Assistant Certification.
- 2+ years prior medical experience in a similar clinical setting.
- Strong written and verbal communication skills, English and Spanish.
- Ability to multi-task and work under pressure
- Ability to interact positively with other staff members
- Working knowledge of electronic health records and MS Office (word, outlook) etc.

Job Details:

- Employment: Full-time
- Job Function: Administrative, Health Care Provider
- Industry: Medical Practice
- Location: Various