



Job Description for Medical Assistant - Triage Bilingual English and Spanish

PHCA Medical Group is seeking to immediately employ a **Medical Assistant (MA)** for a fast-paced occupational medical clinic, bilingual is required.

Expectations & Job Responsibilities:

- Reliable and prompt attendance
- Patient Triage
- Answer phones
- Refill medication to the pharmacy authorized by providers
- Develop a strong working knowledge of occupational healthcare
- Enter Medical information into an Electronic Medical Record
- Help to maintain cleanliness and organization of work stations and patient rooms
- Maintain flow of patients
- Perform occupational testing
- Triage injuries
- Provide clinical assistance to physicians and providers
- Assist Medical Staff during patient evaluations as needed.

For Immediate Consideration, Qualified Candidates Must Have

- Strong PC and Internet Skills
- Electronic Medical Records (EMR) experience
- 2 years of MA experience
- MA Diploma (qualifications will be verified)
- A friendly personality with good people skills

Job details:

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