

Medical Assistant/Front Desk Team Member

Medical Assistant/Front Desk Team Member is needed for Podiatry practice located in Mt. Healthy and Liberty Township to fill a part time position. The ideal candidate will be outgoing, friendly and professional.

Required Skills and Responsibilities

- Excellent interpersonal and customer service skills.
- Ability to handle stress under pressure.
- Work well with a team.
- Warm, friendly and outgoing personality required.
- Excellent telephone skills and etiquette.
- Professional and upbeat presentation skills
- Detail-oriented
- Record patient information in the EMR.
- Ability to work accurately and efficiently in busy office environment.
- Ability to multi-task in a fast paced environment.
- Team player who can work independently.

We offer competitive pay and a great working environment. Qualified candidates, please submit resume and salary expectations.

- Assist physician by performing administrative and clinical duties, such as preparing treatment rooms for patient exams, recording medical history and providing administrative support.
- Cleans treatment rooms following patient examinations.
- Interviews patients to obtain their medical history.
- Documents patient's medical history, vital statistics, and test results in their electronic medical record.
- Assist in patient care and procedures as needed.
- Perform administrative functions such as front desk duties.
- Performs other related duties as assigned.

Job Qualifications:

- Experience: Will train candidate if necessary.
- Has customer service experience.