

OUR CULTURE - 5 STAR SERVICE

At Florida Medical Associates, we give you the power to transform lives. Working together as a team to shape the future of healthcare, we are at the forefront of innovation and best practices to improve the health of our communities. Our team provides the platform, technology solutions and new health programs in a collaborative environment to our primary care providers with the sole purpose of achieving Better Health. Our commitment, our passion and our culture sets us apart from others and is the cornerstone of everything we do. Our team settles for nothing less than a new and profoundly better way of delivering truly proactive health care rather than simply building a better version of the same old reactive sick care model that serves our communities today.

THE OPPORTUNITY

We are currently searching for a competitive, self-motivated, enthusiastic team member to work as a Medical Assistant. Successful candidate will assist providers in the examination and treatment of Geriatric patients following established standards and practices. Must have excellent organizational skills, outgoing personality and be results-oriented. The ability to work in a fast-paced environment with strong attention to detail is essential.

KEY RESPONSIBILITIES

- Obtain patient history, assess and triage patient, take vital signs and record information on chart
- Explain treatment procedures and prepare patient and exam room for examination
- Position instruments and equipment and hand to physician as directed, as well as clean and sterilize instruments and equipment
- Perform clinical duties to include the following, administer injections, dispense medications, irrigate eyes and ears, dress and bandage wound and incision, start and monitor IV, draw blood and assist physician with any/all procedures
- Perform diagnostic tests including eye exams, electrocardiograph, defibrillator, cardiac monitor, oxygen equipment, pulse ox, peak flow and inhalation treatment equipment
- Perform CLIA-waived lab tests, draw blood, label and process specimens for send-out
- Complete medical chart to include medical services rendered, test results and supplies used
- Monitor disposable inventory and place orders for medical supplies and pharmaceuticals
- Pharmacology: Basic knowledge of drugs, solutions, toxic effects of drug use, legal regulations and standard inventory, dosage, prescriptions, and emergency drugs
- IV Start Certification preferred
- Phlebotomy, preferred knowledge of various collection methods and testing such as bleeding times, collecting donor blood, bedside testing and preparing specimens
- Knowledge and understanding of OSHA and Biohazard guidelines
- Assist registration staff and perform additional clerical duties as necessary

EDUCATION AND EXPERIENCE

- High school diploma or equivalent and graduated from an Accredited Medical Asst. program (RMA or CMA)
- CPR Certified
- Ability to accurately read and write medical terminology
- Knowledge of medical coding
- Knowledge of HIPAA
- Minimum of five years medical assisting experience
- Basic computer skills, including familiarity with electronic medical records
- Types 25 words per minute with 96% accuracy
- Bilingual preferred (English and Spanish)

COMPENSATION & BENEFITS

We offer a HIGHLY competitive compensation and comprehensive benefits package:

- Competitive base salary
- Medical, dental, vision, disability and life
- 401k, with employer match
- Paid time off
- Paid holidays