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# Medical Assistant RSCL5131

**Description**
Reliable Staffing is seeking to hire a medical assistant who will be responsible for assisting with administrative duties at our facility. As a successful candidate, you will be responsible for obtaining patient records and test results, coordinating daily administrative tasks, preparing treatment rooms for examinations, and assisting our practitioners during medical procedures.

To be successful in this role, you will need to be certified from a medical assistant program and have at least one to two years of prior experience in a medical setting. A basic understanding of patient care and medical terminology will be a huge advantage for you.

**Job Location**
3323 South Loop 289 Suite 139, 79423, Lubbock, TX, USA

**Valid through**
08.14.2029

**Base Salary**
$ 16 - $ 18

**Employment Type**
Full-time

**Hiring organization**
Reliable Staffing Corporation

**Contacts**
jobplacements@reliablestaffing.com

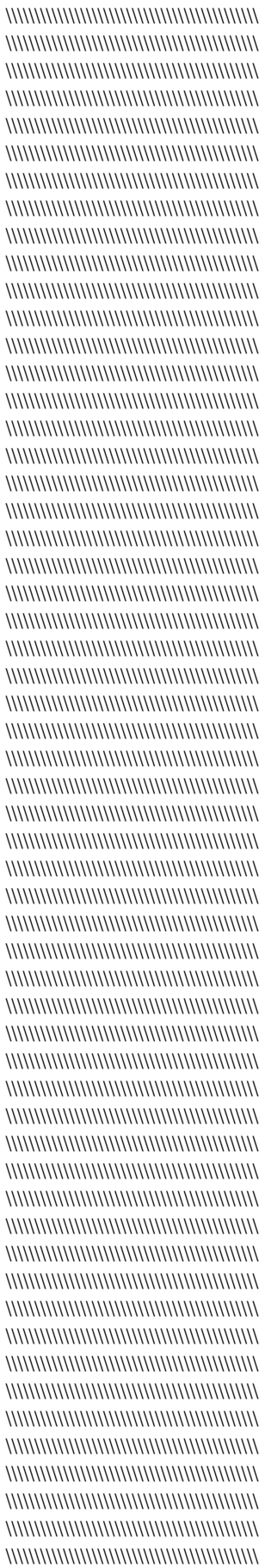
**Industry**
medical

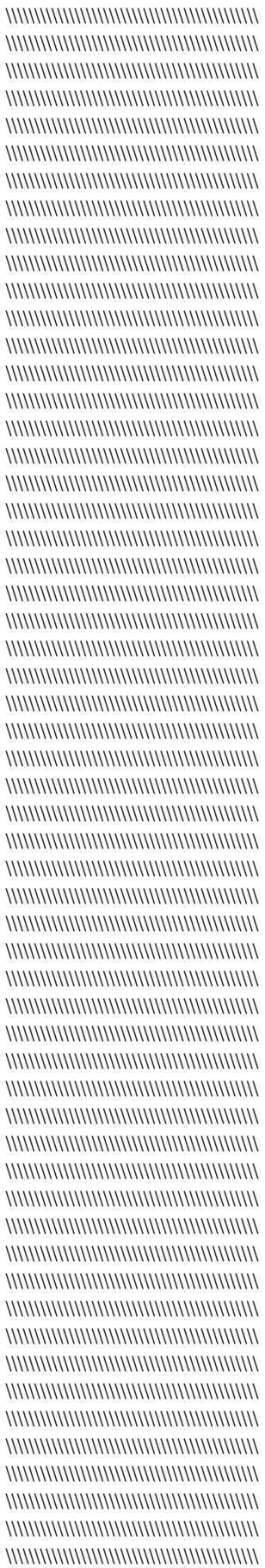
**Qualifications**

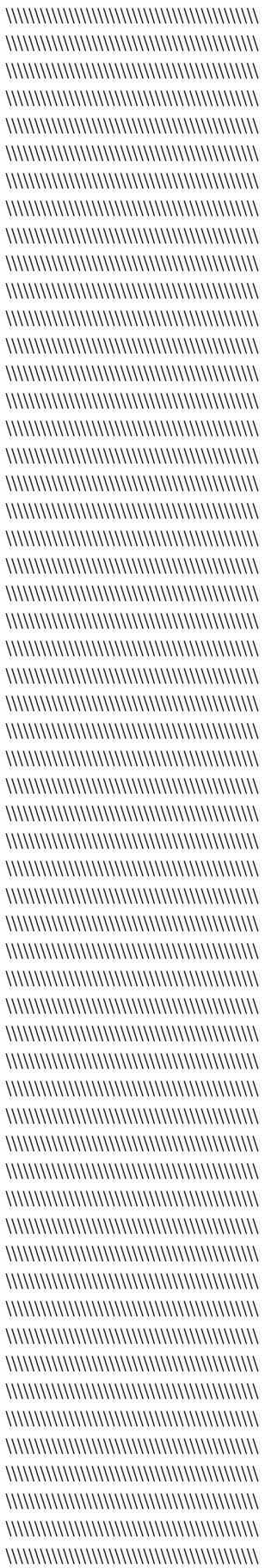
- Obtaining and recording patient medical histories, vitals, test results, and other information for medical records while maintaining strict confidentiality.
- Coordinating the daily administrative activities, including scheduling, patient check-in and check-out, and patient medical record maintenance.
- Preparing treatment rooms for clinical examinations and assisting practitioners with medical procedures and other patient care.
- Delivering compassionate support, attention, and assistance to patients and families.
- Ensuring compliance with all health care regulations, including HIPAA and OSHA.
- Preparing and administering medications for patients as directed by physicians.

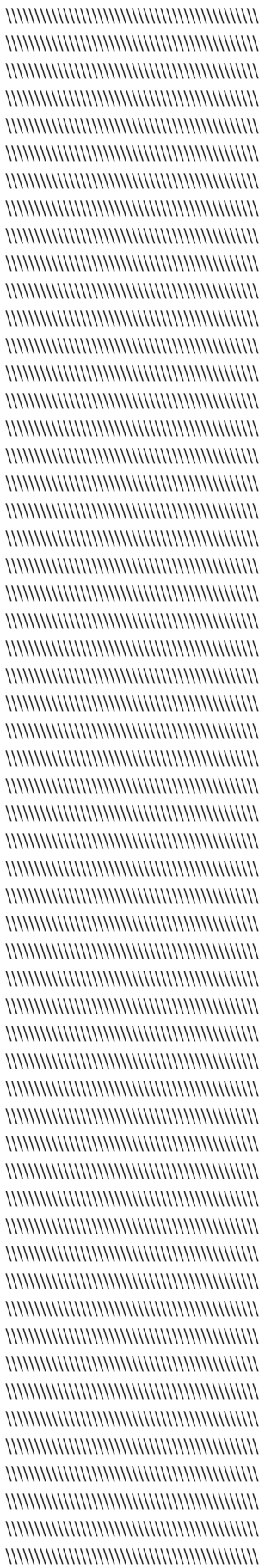
**Education**

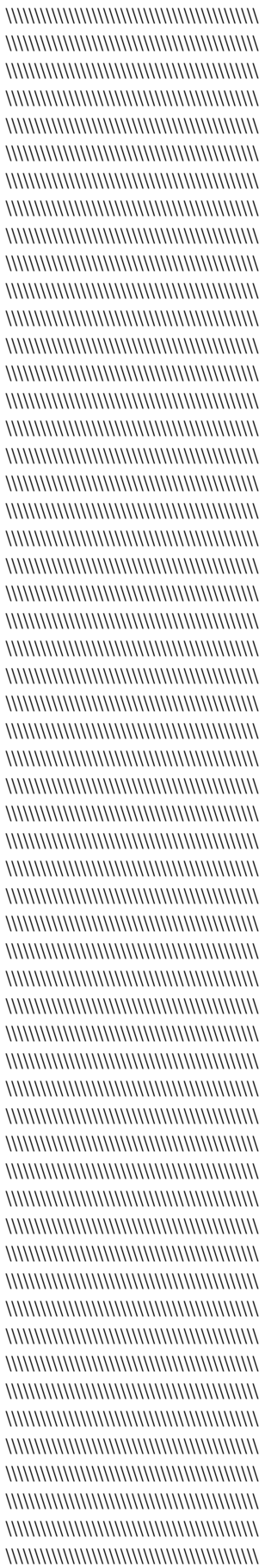
- Must have certification from a medical assistant program or military medical corpsman program.
- One to two years of experience in a medical setting.
- Have a high school diploma, bachelor\\\

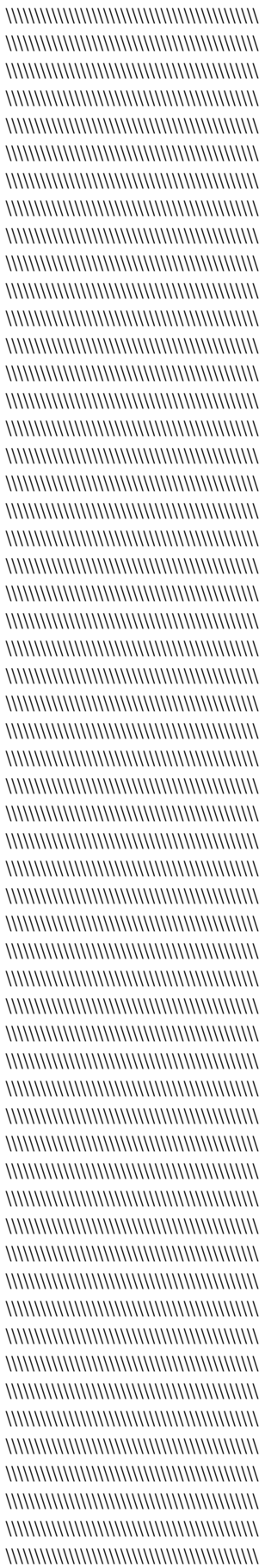


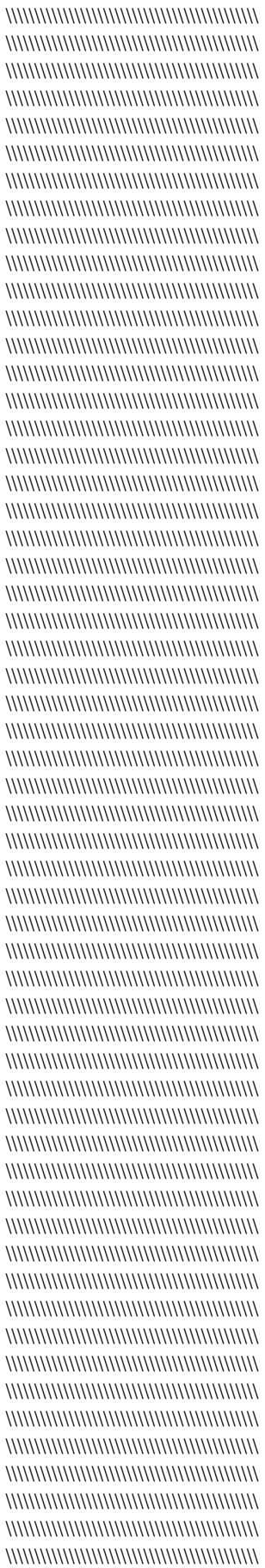


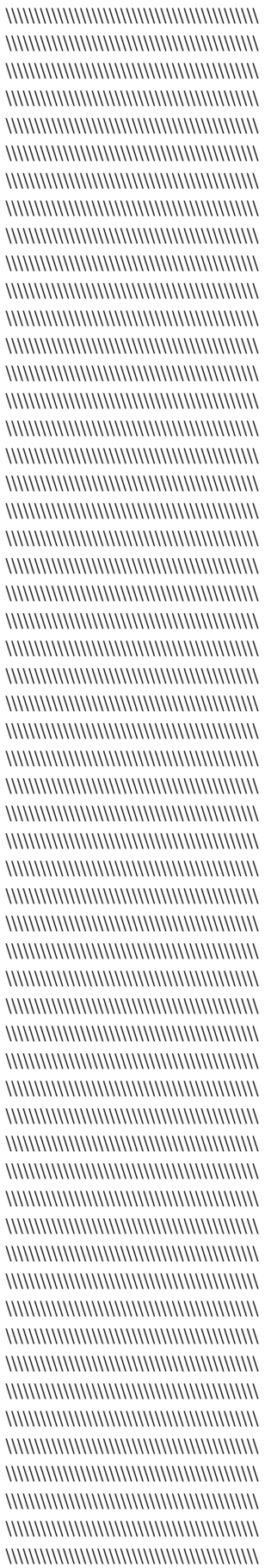


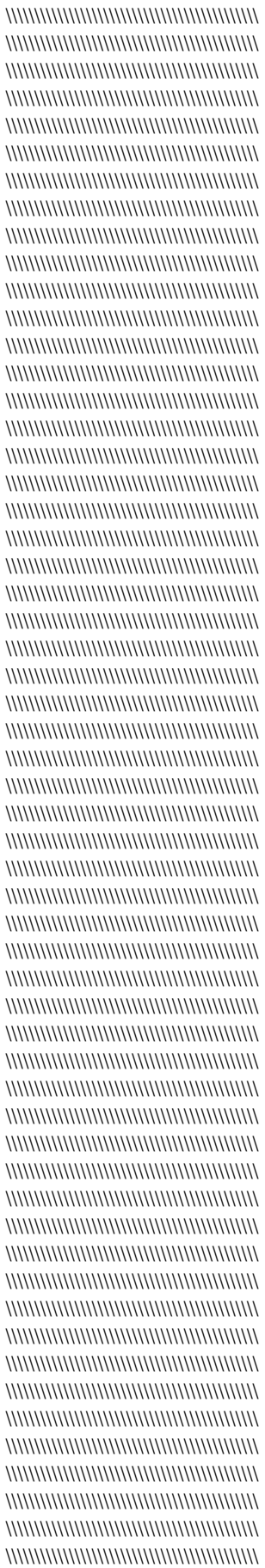


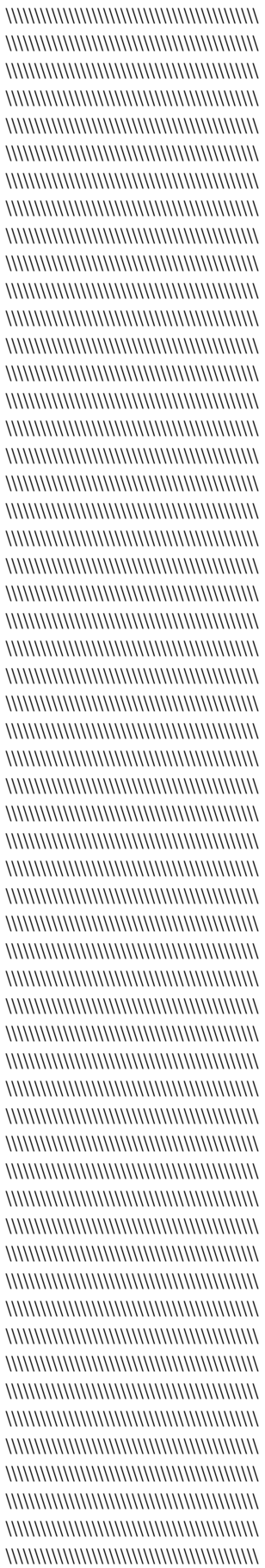


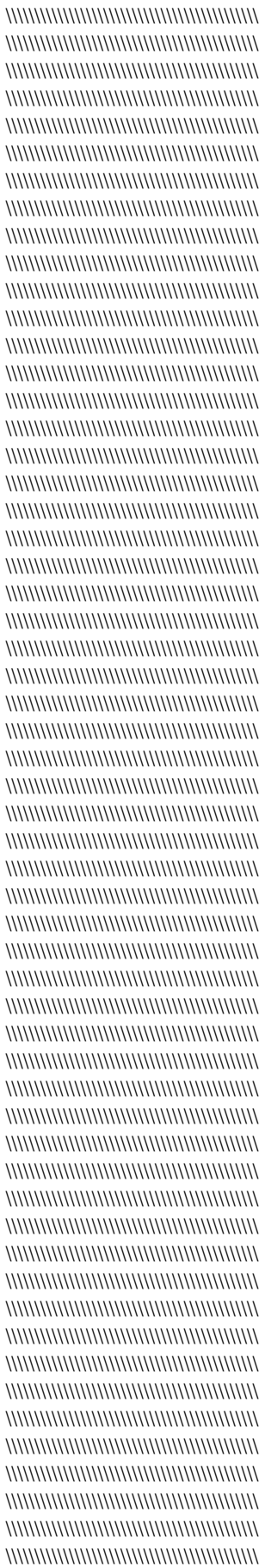


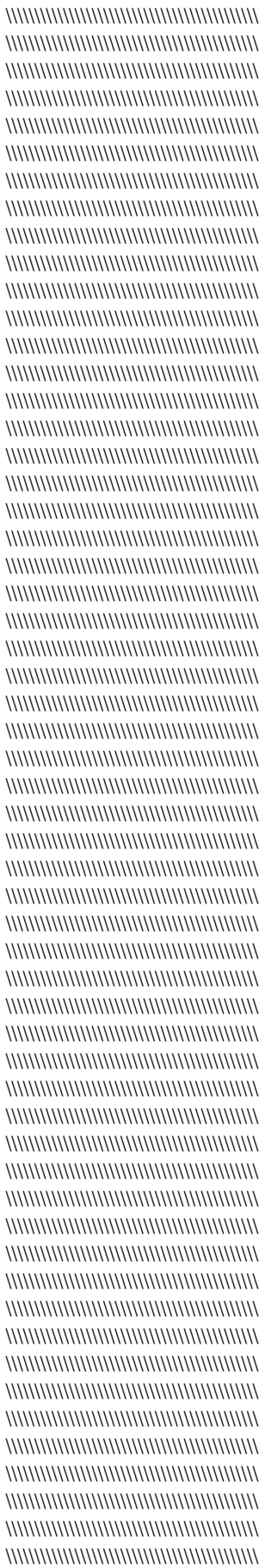












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