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Medical Assistant-Full Time-RSCMHTN4147

Description
Reliable Staffing New York is now seeking Medical Assistants in Brooklyn, NY! Please have relevant experience.
Administrative Duties (may include, but not limited to): Using computer applications. Answering telephones. Welcoming patients. Updating and filing patient medical records. Coding and filling out insurance forms. Scheduling appointments. Arranging for hospital admissions and laboratory services. Handling correspondence, billing, and bookkeeping. Clinical Duties (may include, but not limited to): Taking medical histories. Explaining treatment procedures to patients. Preparing patients for examination. Assisting the physician during exams. Collecting and preparing laboratory specimens. Performing basic laboratory tests. Instructing patients about medication and special diets. Preparing and administering medications as directed by a physician. Transmitting prescription refills as directed. Drawing blood. Taking electrocardiograms. Removing sutures and changing dressings.

Job Location
230 Park Avenue, 10th Floor Ste 22, 10169, Manhattan, New York, United States

Valid through
18.09.2029

Base Salary
$ 40,000 - $ 54,000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

Industry
Healthcare

Qualifications
You must be a certified MA.

Apply Now
REGISTER AND SUBMIT YOUR APPLICATION