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Medical Assistant Nurse-Full Time-RSCBO4354

Description

Full Job Description

Seeking a self motivated medical assistant in a fast paced environment that enjoys working in a positive environment.

JOB SUMMARY

Performs administrative and clinical duties. Responsible for assisting all clinical providers as needed in the clinical setting while adhering to all policies and procedures.

ESSENTIAL FUNCTIONS

Rooms all patients according to the specifications of the clinic and provider
Prepares charts for all clinical patients
Performs in-take of all required patient vital signs and clinical information with proper documentation
Assists with sending prescriptions
Enters all required information into the EMR system
Cleans and stocks assigned exam rooms
Adheres to proper standard precautions when required in the clinical setting
Additional duties as requested according to position scope of practice

Job Location

32884 IH-10 West Suite 102, 78006, Boerne, TX, United States

Date posted

March 6, 2024

Base Salary

\$ 16.78

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCBO4354

Industry

medical

Qualifications

REQUIREMENTS

Education & Experience,
Knowledge/Understanding:

High school diploma
Certification from accredited
Medical Assistant program
CPR Certified
Travel to multiple locations

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