



<https://reliablestaffing.com/job/medical-assistant-nurse-full-time-rscbo4354/>

## 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

### Button

Button