

## CLINICAL ASSISTANT – FULL TIME

We are looking for a candidate who has their Medical Assisting degree and/or experience in a medical office. Experience with AllScripts EHR a plus. Qualified candidates need to have an endlessly positive attitude and be detail oriented. Computer savvy and technology friendly is a must.

### **Primary responsibilities include:**

- Rooming patients
- Managing patient flow/triage
- Assisting providers with exams and surgical procedures
- Documentation in EHR
- Preparing exam rooms for office visits and procedures
- Scheduling appointments and addressing patient phone calls appropriately, providing patient education and post-operative care instructions
- Maintaining a positive, professional attitude at all times