

## **Clinical Assistant - Full Time or Part Time**

We operate in a very fast paced environment we are looking for candidates with a friendly personality, multitasking skills and great organization. If hired you can look forward to competitive pay, fun events, team camaraderie, 401K, 20 days of PTO, and medical/dental/STD/LTD/Life benefits.

We are looking for a candidate who has their CNA, Medical Assisting degree and/or experience in a medical office, (significant experience in other specialties, especially family practice, will be considered). 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 professional attitude and attire at all times.

### **Job Type: Full-time**

#### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Free parking
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

#### **Schedule:**

- 8 hour shift
- Monday to Friday
- No weekends

#### **Education:**

- High school or equivalent (Preferred)

#### **Work Location:**

- Multiple locations

