



Medical Assistant - Occupational Medicine

Job Summary:

With a focus on Occupational Medicine, provide assistance to physicians and staff in coordinating patient care, and supports the nurses as the primary liaison between patients, staff, physicians and employers.

Duties and Responsibilities:

- Provide general care to patients in accordance to the MASH Care Network standards.
- Perform routine tasks such as preparing examination areas, measuring patients' vital signs, administering medications and injections, preparing and handling medical instruments and supplies and run equipment for analyzing blood work or develop X-rays.
- Document all necessary treatments given in patient charts and in EPIC.
- Respond to and/or refer patient phone consultations. Document all phone consultation notes in the patient charts.
- Record all necessary procedures, supplies used in the encounter ticket for billing/coding purposes.

Job Requirements:

- **Experience in Occupational Medicine preferred.**
- Must possess strong analytical capability, excellent problem solving and the ability to manage and execute change.
- Medical Assistant certificate preferred.
- Outstanding communication skills and persuasiveness, especially the ability to communicate instructions and procedures for treatments.
- Strong ethics and a high level of personal and professional integrity.
- Computer literate and proficient in using MS office programs.
- Will travel to all MASH urgent care sites
- PT position, including evenings and weekends, approximately 24 hours, with the opportunity for FT.

Please apply online to **Req. #04/Medical Assistant-Occupational Medicine** at www.mashurgentcare.com. EOE