



Medical Assistant description

As a Medical Assistant you will be responsible for providing clinical and administrative support to ensure efficient operation of the medical office. You will support doctors/providers and patients through a variety of tasks related to patient care management, organization, and communication. The goal is to complete all activities accurately, with a high quality of care and in a timely manner. You are usually the initial and last contact for a patient in all encounters.

Responsibilities:

- Interview patients and document basic medical history
- Organize and schedule appointments
- Insurance Verifications and collecting payments
- Intakes and Vitals
- Scan and upload medical records and insurance reports
- Arrange hospital admissions and laboratory services
- Check with patients and type up patient's charts
- Assisting with follow up labs and medication refills
- Assist during medical examinations and procedures
- Perform injections, ekgs, x-rays, splinting, venipuncture
- Produce and distribute correspondence memos, letters, faxes, and forms
- Handle receivable and payable accounts and keep financial records
- Prepare and clean treatment rooms and medical instruments

- Office opening and closing procedures

Skills:

- Proven working experience as a medical assistant or medical secretary
- Knowledge of medical office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Social perceptiveness and service oriented
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office, Google programs (sheets/docs) and patient management software
- Degree in medical assistance
- Empathetic, Honest, Responsible, Dependable

Salary

- Starting \$14/hr but contingent on experience will start higher.

COVID-19 Precaution(s):

- Sanitizing, disinfecting, or cleaning procedures in place

Hours per week:

- 20-40 (Overtime available in certain cases)

Work Remotely:

- No

Ideal candidates will be:

- Dependable
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction

Job Types:

- Full-time
- Part-time
- Contingent

Benefits:

- Health, Vision, Dental Insurance
- 401(k) with matching contribution
- Paid vacation & sick leave
- Free parking

- Benefits for full time positions only. Probationary/Waiting periods apply

Medical Specialty:

- Internal Medicine
- Primary Care
- Urgent Care

Schedule Availability:

- 10-12-hour shifts weekdays
- 8-hour shifts on weekends
- Day shifts
- Monday to Friday
- On call
- Overtime (as required)
- Weekend flexibility and holiday alternating sharing required

Supplemental Pay:

- Signing bonuses if applicable (Probationary period applies)

Experience:

- Medical Office Experience: 6 months (Required)
- Vital Signs Experience: 1 year (Preferred)
- EMR Systems: 1 year (Preferred)
- X-ray experience (preferred)
- Venipuncture Experience (preferred)

License/Certification:

- Certified Medical Assistant (Required)
- LPN, RN can apply also
- High school diploma/GED required
- Basic Life Support BLS (must be willing to complete before training completed)

Work Locations:

- 44237 Michigan Ave., Canton, MI 48188
- 80 South Zeeb Road, Ann Arbor, MI, 48103

Working Environment

MI Express Urgent & Primary Care takes great care in selecting staff members to join our expanding practice. We recognize the importance of each individual team member to the makeup of the practice as a whole, with their contributions directly leading to the success of the clinic. As such, we want team members that fit our company culture of empathy, responsibility, communication, good character and openness. We have an open door policy and stress the importance of communication in our office.

Social events are planned throughout the year to bring family and friends of the practice together outside of the office. The administration at MI Express Urgent & Primary Care recognizes the importance of maintaining balance between your career and personal interests. Our administration will help any staff member achieve their goals to the best of our ability.

We are looking for qualified candidates to join our growing team. Please email your resume and cover letter to admin@miexpresscare.com.

MI EXPRESS CARE Urgent & Primary Care
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