



Metro Community Health Center

MEDICAL ASSISTANT

Metro Community Health Center is a nonprofit community health center located in Swissvale PA. We are seeking a Medical Assistant who will work in the back office on a full-time basis.

PRIMARY FUNCTIONS: BACK OFFICE

- Performs duties including, but not limited to, vital signs, assisting the providers with procedures, providing patient education, conduct in-office testing to include; urine pregnancy screen, urine dip, rapid strep, laboratory tests, pregnancy tests, fecal occult blood, and HIV screening, immunizations and other injections, as required
- Telephone triage of all calls within the department
- Set up refills as appropriate
- Communicate effectively with physicians, nursing staff, Metro staff, patients, and family members in the coordination of patient care
- Maintain EMR documentation for patient visits
- Other duties and tasks, as assigned

REQUIREMENTS

- High school diploma or equivalent
- Graduate of an accredited Medical Assistant Program or 1 year experience as an Medical Assistant
- 6 months of phlebotomy experience
- Current BLS certification

ADDITIONAL QUALIFICATIONS

- Significant knowledge of medical practices and procedures in a primary care environment.
- Demonstrated success and experience with direct patient services and the proper knowledge and use of medical devices and equipment
- Electronic medical records experience a MUST
- Excellent phone and customer service skills
- Front office experience a plus

The ideal candidate will also demonstrate excellent communication skills and knowledge working with a diverse community. The candidate will be team oriented, organized and motivated.

Competitive wages, no weekends, or holidays, primarily daylight hours with one evening per week.