



Medical Assistant

Location: Pierre, SD

Agency: Capital Area Counseling Service

Employment Category: Hourly

Employment Type: Full-time or Part-time

Wage Range: \$14.19 to \$19.64 DOE

Position Description: The Medical Assistant performs a combination of administrative and clinical tasks and help maintain organization and keep the clinic running efficiently.

Responsibilities for this position include:

- Managing clinic office telephone systems, including answering calls and returning messages
- Scheduling patient appointments and maintaining communication to confirm future appointments
- Documenting patients' medical information, including medical history and health insurance information
- Performing data entry tasks to document patient records within facility databases and maintaining patient files
- Coordinating daily office activities, greeting patients, and checking patients in and out for their appointments
- Performing clinical procedures to include: Performing aseptic procedures; Taking vital signs; Preparing patients for examination; Phlebotomous blood withdrawal and non-intravenous injections; and Observing and reporting patients' signs or symptoms
- Administering basic first aid
- Operating office medical equipment
- Collecting routine laboratory specimens
- Administering medications by unit dosage
- Performing basic laboratory procedures
- Prepping rooms for clinical procedures and assisting with patient examinations or treatment
- Monitoring and documenting patient symptoms for physicians' review during clinical exams
- Providing compassionate patient support and care, attention, and assistance during office visits

Requirements

- Graduate of a Medical Assistant program approved by the Board of Medicine with an Associate's degree or technical degree preferred.
- Certification of completion of a national certifying exam approved by the board
- Medical Assistant Registration from the SD Board of Medical Examiners office required.
- Prior Medical Assistant experience preferred or six months to one-year related experience and/or training preferred.
- Must maintain BLS Certification