



3014 Bashor Rd., Goshen, IN 46526 P: (574) 533-2531 F: (574) 533-7788

Medical Assistant Part-time Position Available

- Responsibilities:
 - Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit. Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary.
 - Responsible for administrative as well as clinical tasks, such as maintaining patient records, preparing patients and rooms for examination, assisting physicians with exams, and performing front-desk tasks.
 - Other assistance and performance of patient care duties as ordered by the attending physician.
- Position requirements
 - Certified Medical Assistant or equivalent is preferred. Previous experience in physician office preferred.
 - Knowledge of CPT and ICD-10 coding and medical terminology preferred.
 - Organizational and clerical skills.
 - Medical knowledge: Medical, anatomical, pharmaceutical terminology.
 - General knowledge of basic safety and sanitation.
 - Computer skills:
 - Working experience with Practice Management/Electronic Health Records is preferred. Experience with MediTouch/NextGen medical software is valued.
 - Familiarity with Microsoft 365 is valued.
 - Customer service skills
 - Interpersonal skills
 - Phone skills
 - Bilingual with proficient Spanish is valued.
- Physical requirements
 - Stooping, bending, lifting, reaching for supplies
 - Prolonged standing, walking, sitting
 - Assisting patients on and off of examination table