



3014 Bashor Rd, Goshen, IN. 46526/ P: (574) 533-2531/ F: (574) 533-7788/ info@Apexhss.com

Job Description

Part time (Tuesdays 11:30am-6:30pm & Fridays 6:30am-11:30am with an optional Monday) clinical position available. Reports to the Physician/Nurse Practitioner/office Manager.

Responsibilities:

- Verifies patient information by interviewing patient, recording medical history, and confirming purpose of visit. Prepared patient for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; and reporting patient history summary. Other assistance and application of patient care as ordered by the attending physician.
- 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.
- Answering telephone, scheduling appointments

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.
- Bilingual with Proficient Spanish is valued.

Job Type: Part-time

Pay \$14.00 - \$18.50 per hour