



Job Description: Full-Time Medical Assistant

Job Summary: Looking for a trustworthy, prompt individual who can multitask, efficient organizer, a quick learner, team player with a positive attitude in a fast pace environment.

Job Duties:

- Answer phones
- Schedule appointments, testing
- Chart preparation
- Process prescription refills
- Triage patients (vitals)
- Track test results
- Precertification on procedures/medicine
- Coumadin checks
- Hook up holter monitors
- Process medical records and HIPAA compliant
- Phlebotomy
- Spirometry
- And job responsibilities as assigned by the Medical Assistant Supervisor and/or Administrator

Skills Necessary:

- Medical assistant experience (at least one year preferred).
- High School diploma.
- Higher education in healthcare is recommended but not necessary.

To apply: Email resume to Joy Huff, Medical Assistant Supervisor at jhuff@wkheartandlung.com and Anna Drummond, Medical Assistant Supervisor at adrummond@wkheartandlung.com.

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