

## **Certified Medical Assistant** *Mendota Heights*

We are looking to hire an experienced MA to be the operational lead for three Occupational Medicine Clinics. It is a role that we will want this individual to grow into as they become more familiar with the major duties listed below. First by working the floor and learning our operational business and then leading by example. Anyone looking for an office job need not apply.

### **Qualifications: PLEASE ONLY QUALIFIED APPLICANTS Apply**

- Certified Medical Assistant
- Phlebotomy
- X-ray Certification (preferred)

### **Major Duties:**

- Provide clients and patients with exceptional service
- Perform X-rays, pulmonary function testing, vital signs, phlebotomy, vision and hearing testing, EKGs, drug and alcohol testing, and assist medical provider with pre-employment physicals, DOT physicals, and injury care.
- Assist during in-clinic surgical procedures and dispense medications as directed by Physician\Provider in accordance with regulations
- Patient data entry and clerical (filing, scanning, etc) as directed.
- Accurately and promptly update all medical records
- Establish and maintain positive and productive working relationships with all levels of co-workers
- Maintain supplies, cleaning and stocking rooms with required supplies
- Maintain and operate all clinical equipment, including calibration and record keeping
- Perform any other tasks and duties reasonably requested by the Center Medical Director, Clinic Administrator or Nursing Manager in accordance with established policies and procedures

### **Job Type:**

- Fast-paced occupational medicine clinic
- Full time
- Daytime hours

### **Required experience:**

- 1 year