



CLINICAL MEDICAL ASSISTANT - CERTIFIED Full-Time / Temporary

Posting Number:	HR052138	Posting Date:	July 27, 2023	Date Available:	Immediately
Position Summary:	The Clinical Medical Assistant is responsible for the administrative portion and clinical tasks to keep the clinic running smoothly and assists in providing quality of care to patients. Works with patient records, insurance, and billing. Prepares patient rooms, maintains equipment, and tracks supplies. Assists and prepares patients for the provider's assessment and evaluation.				
Essential Job Duties:	The Clinical Medical Assistant is responsible for daily preparation of the clinic: Basic supplies available in each exam room, prepares and cleans examination rooms, exam rooms lighted and warmed, keeps track of ordering and stocking clinic supplies daily. Responsible for general medical patient flow to practitioners. Greets patients and orients them to the clinic in a friendly and professional manner. Reviews chart, correct with appropriate forms, including billing sheet. Fills out insurance forms, files insurance claims, takes payments from patients, schedules appointments. Assists in clinic flow, answers telephone, and arranges for laboratory procedures. Calls prescriptions refills to pharmacies and documents in patient's chart, per medical providers order. Charts and updates patients' medical records as needed. Completes intake with brief, concise and clear notation including date, age, chief complaint, and onset (# of days). Medication and allergy information recorded accurately. Obtains lab specimens and draws blood as needed. Prepares lab specimens as appropriate. The Medical Assistant arranges the examining room instruments and equipment to make it easier for the provider. Often the Medical Assistant may accompany the physician/provider while they are examining the patient. Assists in minor procedures as directed by practitioners. Sterilize instruments. Removes sutures, checks wounds and changes dressings/ applies dressings. Other duties as required.				
Qualifications:	High school graduate or equivalent. Must have completed Medical Assistant Program, must possess valid Washington State MA-C License. One year experience in clinic practice setting preferred. Ability to communicate with patients of all ages to provide excellent care. Able to perform essential Medical Assistant tasks. Must have good computer skills, show professionalism, and have excellent communication, customer service and interpersonal skills. Spanish bilingual is preferred.				
Position Wage Range:	MIN:	\$19.91	MAX:	\$27.45	Sign-on Bonus: None
Differentials:	Nights:	\$3.00/hour	Weekend:	\$2.50/hour	On-Call: \$3.50/hour
Schedule:	Days:	Monday – Friday		Hours:	8:30 am to 5:00 pm
Department/FTE:	Three Rivers Family Medicine	FTE:	1.00 FTE / Temp. up to 9 months		Benefit eligible? YES
Benefit Summary:	<i>Benefits include Group Medical (employee's premium is paid by the hospital); voluntary plans for Dental & Vision offered. Dependent coverage is also available. Employer paid basic plans for Life, Long-Term Disability, & Short-Term Disability with buyup options available. Voluntary Life with guaranteed issue. A Flexible Spending Account (FSA) plan is offered. A complimentary 24/7 Employee Assistance Program (EAP) for all staff is available. Probationary period is 60 days for all new hires.</i>				
Physical Requirements:	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY		HR USE ONLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517		
APPLY ONLINE:	www.threerivershospital.net		
HR CONTACT EMAIL:	opportunity@trhospital.net		
<i>Three Rivers Hospital is an equal opportunity employer.</i>			