



## Community Health Centers of Greater Dayton

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### Medical Assistant

CHCGD is seeking a full-time Medical Assistant. This position is responsible for providing is responsible for general clinical and procedural patient care to patients of all ages, genders, cultures and backgrounds in the ambulatory care setting under the direction and guidance of the center's physicians or nurse practitioners.

### Responsibilities:

- Ensure smooth and efficient patient flow.
- Obtain an appropriate history and current medical information for the patients' record. Obtain check-in information including chief complaint, current medications list, vital signs, etc.
- Furnish the patient with appropriate information on health-related issues, as directed by physician/nurse practitioner.
- Document all patient encounters using appropriate medical terminology.
- Meet state and national regulatory compliance issues. Provides a safe environment for patients and others.
- Participate in quality initiatives and implement as necessary.
- As directed by the physician/nurse practitioner, independently perform procedures which may include venipuncture, administration of injections, pulmonary function tests, ear irrigations, ultra sound therapy, muscle stimulation, hot/cold packs, EKGs, breathing treatment, x-rays, lab testing, holtor monitoring, dressing changes, wound cleaning, hearing and vision tests, etc. Assist physician/nurse practitioner with surgical and medical procedures, e.g. flex sigs, colposcopy, minor wound repair, foreign body removals, etc.
- Maintain a basic understanding of commonly dispensed pharmaceuticals, their indications, dosages, adverse reactions, and administration techniques. As directed by physician/nurse practitioner, call in prescriptions to the pharmacy and manage the pharmacy line.
- Properly inventory and order routine medical and medically-related supplies and services.
- As directed, advise patients of testing and referral results and ensures that appropriate follow-up call is provided.
- Respond to incoming and outgoing correspondence. Assure that appropriate signed releases are acquired and office records and forms are distributed and forwarded to appropriate parties.
- Handle telephone management according to accepted standards of care under as directed.

### Qualifications:

- High School diploma or equivalent certificate.
- Completion of an accredited medical assistant program and/or certification preferred. Maintains current certification with CEU requirements.
- CPR certified or must achieve certification within the first 3 months of employment.
- Knowledge of ICD-9 and CPT coding. Experience with PCs and MS Office applications preferred.
- Good organizational skills and ability to perform multiple tasks simultaneously.
- Prior experience in an ambulatory health care facility preferred.



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- Ability to learn related center tasks and be of assistance to management, physicians, and nurse practitioners.
- Effective interpersonal and communication skills for interaction with patients, physician staff, and center teammates.
- Self-motivated to achieve the highest patient care and customer service standards.
- Ability to work under pressure and handle stressful conditions due to workload.
- Good problem solving skills, initiative and judgment to make appropriate decisions for patient care.
- Professional appearance and behavior.
- Understanding of importance of patient confidentiality.
- Willingness to work flexible hours and schedules as needed by the Center.

To apply, please send your resume, cover letter and salary requirements to:

[sherylf@chcgd.org](mailto:sherylf@chcgd.org), or fax to (937) 586-9736

CHCGD is an equal opportunity employer and embraces a diverse workforce. Please visit our website at [www.communityhealthdayton.org](http://www.communityhealthdayton.org).