



POSITION ANNOUNCEMENT

TITLE: Certified Medical Assistant

DEPARTMENT: Operations

Locations: Baton Rouge and Donaldsonville

Summary:

Assists providers and patients in receiving high quality, patient-centered care; actively works to create and maintain a professional, positive patient experience. Must be a Certified Medical Assistant.

Primary Responsibilities:

1. Greets patients, families, and providers in a courteous, friendly, and professional manner.
2. Effectively, comprehensively utilizes the electronic medical record (EMR) entering data, documenting, tracking, and managing patient care.
3. Works with the Team Lead to ensure efficient patient flow.
4. Comprehensively prepares exam rooms according to clinical standards, specific procedures and provider's need for ALL visits.
5. Ensures providers have everything needed to provide high quality, patient-centered care.
6. Triage patients by checking vitals and documenting chief complaints/reason for visits in the EMR.
7. Administers oral, IM, SC Meds (injections) per Provider's orders and as applicable.
8. Facilitates office lab tests, blood draws and obtaining other specimens either directly or through coordination with Lab vendor according to Provider's orders and as applicable.
9. Follow-ups on lab orders and ensures appropriate, accurate, timely documentation is available for clinical decision-making.
10. Disseminates the Treatment Plan/Office Visit summary to patient at the end of each visit.
11. Follows up with specialty referrals and ensures all information is documented in the record and Provider notes any alerts.
12. Other duties as assigned within the scope of a Certified Medical Assistant.

APPLICATION PROCEDURE

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CareSouth is an EOE.

CLOSING: This announcement will remain open until filled.