

## **Certified Medical Assistant – Obesity Medicine Practice in Warrington, PA**

**No medical benefits offered. Current influenza (flu) vaccination is a requirement for employment.**

**Pay Range: \$20.00 - \$23.00 per hour**

### **Benefits offered:**

- **80 hours PTO**
- **Paid lunch**
- **Paid holidays**
- **401(K) with match.**

**Office hours: Monday through Thursdays 8:30 AM – 6 PM.**

**New Start Medical** is privately-owned medical practice providing weight management programs to patients 18 years and older, developed to meet the specific needs of each patient. In addition, we manage related comorbidities such as diabetes, dyslipidemia, hypertension, fatty liver disease, obstructive sleep apnea, and metabolic syndrome and provide preventative medical care. Our program follows the Obesity Medicine Association guidelines and has been designed to provide safe and healthy weight loss in a medically supervised setting.

### **Major Responsibilities/Tasks:**

- Welcome patients by greeting them, in person or on the telephone; answering or referring inquiries.
- Take vital signs; perform EKG; confirm purpose of visit. Reconcile medications and enter correct patient information into the Electronic Medical Record (Practice Fusion).
- Patient education is an important component of the job. This includes giving instructions to patients as instructed by providers.
- Take telephone messages and provide feedback and answers to patient/physician/pharmacy calls.
- Triage and process messages from patients and front office staff to physicians.
- Verify patient information by interviewing patient; review and/or record medical history.
- Maintain logs and required checks (i.e. medical products, expired medications, etc.).
- Maintain adequate supply levels by inventorying stock, verifying receipt.
- Properly maintain equipment by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, calling for repairs as needed.
- Maintain patient confidentiality.
- Adhere to professional standards, policies and procedures, federal, state, and local requirements, and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.

· Perform other related duties as directed or assigned.