



Certified Medical Assistant

Apply

3.1 Women's Care Florida - Lakeland, FL

Job Company Reviews



Company Rating

3.1

Glassdoor Estimated Salary

\$13/hour \$12

Women's Care Florida has earned a reputation for quality women's healthcare in West Central Florida. We pride ourselves on providing women's healthcare by employing dedicated and caring individuals that promote our philosophy and success of Exceptional Women Patient, Every Time.

We have 65 locations throughout Hillsborough, Pinellas, Pasco, Polk, Lake, Seminole, and Orange counties with plans for future growth. We are seeking a Certified Medical Assistant to join our dynamic team at our Lakeland OBGYN office in Lakeland, FL.

JOB SUMMARY: Provides professional clinical care for patients following established standards and practices. Prepares patients for examinations, assists patients and family members before, during and after a doctor's visit. Works under the direct supervision of the physician. Performs other duties as assigned to the provider, Clinical Coordinator or Division Administrator.

JOB RESPONSIBILITIES:

- Prepare patients for examination and assists physician during treatment/procedures, examinations and testing of patients.
- Prepare, restock and sterilize examination rooms, procedure rooms, lab area and all other patient care areas per established policies and procedures.
- Record patients' medical history, health maintenance, and chief complaint.
- Measure, record and document vital signs.
- Where applicable, perform phlebotomy, injections and other specimen collection per established policies and procedures as directed by the provider.
- Educate patients by providing information and instructions as directed by the provider; answering questions.
- Maintains safe, secure, and healthy work environment by following, and enforcing standards and procedures; complying with applicable regulations.
- Sterilize medical instruments per established standards and procedures.
- Relay messages from patients and front office staff to providers.
- Represent office in a professional manner. Treat all customers, internal and external, in a courteous and cooperative manner.
- Participate in team activities and professional development activities.
- Attend required meetings.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS: