

## Registered Medical Assistant Job Description

This is a team –based family oriented practice environment. This job requires excellent patient care, communication, and requires clinical team members to share responsibilities for patients and practice. This will require flexible schedules and the ability to multi-task. In addition but not limited to these items this position requires the following:

### Responsibilities:

- Interviews patients, update health history, confirm / update medications, measures vital signs, and records accurate information in patients' charts.
- Appointment scheduling.
- Prepares treatment rooms for examination of patients.
- Pre-Authorizations, referrals and assist with patient assistant programs
- Assists with exams and treatments.
- Answer patients calls to the clinic and see to their inquiries.
- Patients follow up calls.
- Assists with maintaining a clean and orderly environment.
- Collect patients' specimen as directed by the doctor for laboratory testing; aid laboratory tests by taking the specimen to the lab.
- Direct patients on taking their medication based on the doctor's instructions.
- Other duties as directed.

### Job Requirements:

- High school diploma or equivalent required.
- Registered Medical Assistant (RMA) or Nationally Certified Registered Medical Assistant (NRCMA) required.
- BLS CPR card

Interested applicants MUST apply online at [www.cpgclinics.com](http://www.cpgclinics.com) under CAREERS.