

Community Physicians Group is an independent primary care group that is family oriented and patient focused with locations in AR and OK.

Our TruHealth Family Care Clinic in Fayetteville is looking for a hardworking, self-motivated Medical Assistant to join our team. Hours are Mon-Fri 8-5.

Registered Medical Assistant/Scribe Educational Requirements:

- MA License in good standing
- Knowledge of Medical Terminology
- Knowledge of basic medications
- Proven previous job history
- Good Computer and typing skills

Registered Medical Assistant/Scribe Primary Responsibilities:

May include but not limited to the following:

- Work closely with other nurses
- Knowledge of ECW a plus.
- Check in patients in accordance with office procedures
- Track Disease Management/Health Maintenance per CPG policy
- Cleaning and sterilization of instruments
- Transcribing for Provider
- Meet clinical measures
- Stock, clean, & sterilize rooms
- Return patient phone calls in a timely manner
- Order patient prescriptions & assist with patient assistant programs
- Assist with inventory and ordering supplies
- Assist with answering phones and appointment scheduling
- Referrals and Pre Certifications
- Ability to stage 25+ patients per day
- Other job duties as instructed by the supervisor
- Ability to adapt to change
- Documents lab and radiology results as instructed by the physician.
- Collect blood draws and handle specimens
- Familiar with medical terminology and technical spelling.
- 1-2 years experience in a medical setting preferred

Interested applicants should fill out the online at www.cpgclinics.com Employee Application under CAREERS.

Job Type: Full-time