

GYNECOLOGY CARE SPECIALISTS

Job Description

Medical Office Assistant, Women's Health / Gynecology

Status: Full Time

Hours: 8a – 4:30p

Some evening hours

Location: Johnstown, Pa and Ebensburg, Pa

Salary Range: \$13.00 - \$15.00 commensurate with experience

Benefits: Competitive salary, Medical, dental, vision and life insurance. 6 paid holidays, PTO and retirement benefits.

Description:

Gynecology practice is hiring full time Medical Office Assistant for our Johnstown, Pa office. Perform various tasks of outpatient care including: clerical, environmental, clinical and organizational aspects of the office.

Responsibilities:

- Manage front office ie: answer phone, schedule patient appointments
- Verify insurance coverage and patient demographics
- Complete forms / requisitions as needed / Send & receive patient records
- Schedule testing / procedures
- Clean exam rooms, instruments and equipment between patients
- Assess patient's general condition, vital signs and weight
- Assist providers with examinations, procedures and treatments
- Administer medications including: po, IM or subq
- Perform laboratory testing: urine pregnancy tests, occult stool samples etc
- Comply with appropriate regulatory agencies (CLIA, OSHA, DOH)
- Comply with all policies and procedures
- Document all activities/interventions, medications dispensed/prescribed etc in the medical record
- Maintain strict confidentiality related to medical records and other data

Qualifications:

- Successful completion of Medical Office Assistant Program
- One year experience preferred
- Womens Health/Gynecology experience preferred
- Must have front office, examination and treatment room skills

Licensures, Certifications and Clearances:

- Basic Life Support or CPR
- Act 33, Act 34, Act 73 FBI clearance