

Medical Assistant

Medical Assistant (Part-Time)

Part-Time Medical Assistant position available in Tavares. Position is for both front and back office, but primarily in front office.

Responsibilities to include, but not limited to:

Answering phones

Scheduling Appointments

Verifying Insurance

Authorizing Procedures and obtaining Pre-Certification

Obtain Referrals

Collection Co-payment, Co-insurance and deductibles

Working with Electronic Medical Records

Multi-tasking

Ability to work well with others

Ability to room a patient (height, weight, BP, etc)

Ability to draw blood.

Ability to assist physician with patient care

Other duties as assigned by physician/manager

Education/Experience Requirements:

Graduation from an accredited school of practical nursing. Maintain a valid state license to practice practical nursing. Pleasant personality, interested in people. CPR certification required.

Hours:

Monday and Wednesday from 8:00 AM- 5:00 PM

Tuesday or Thursday from 8:00 AM-5:00 PM

Ability to cover on some Fridays from 8:00 AM – 3:00 PM

Please send your resume to assistantgba@earthlink.net. Please put "Tavares" in the subject line.