



VILLAGE OF HEALING MEDICAL ASSISTANT

Village of Healing is a 501c3 community development organization with a new approach to community wellness. By focusing on healing and empowering individuals in the village, we work to eliminate social determinants of health and decrease health disparities through implementing community programming, advocacy, and collaboration. Our vision is to offer all members of the community life-empowering skills through multiple sources and mediums that will in turn heal and empower the village. We also work to ensure health that leads to not only surviving but also thriving.

POSITION SUMMARY:

This position is responsible for performing basic Medical Assistant duties. Facilitates clinic operation and managing patient flow. Assist with front desk duties specific to department, including scheduling patients, collecting and verifying patient payor information and other patient documentation.

ESSENTIAL FUNCTIONS:

- Coding and filling out insurance forms
- Managing office telephone systems, including answering calls and returning messages
- Scheduling patient appointments and maintaining communication to confirm future appointments
- Patient registration including the check-in/check-out process maintaining accurate billing information for patients
- Managing schedules for conference and community spaces
- Monitoring and ordering inventory for office and break room supplies
- Managing incoming and outgoing correspondence, including emails, faxes, mail, and packages
- Maintain office equipment (aka ensure copiers are operational and fully stocked with toner, paper, etc.)
- Ordering repairs for office equipment and maintenance, connecting with and escorting vendors
- Supporting other teams with various administrative tasks
- Report patient and client complaints or issues to the necessary personnel.
- Filing and organizing records, including but not limited to invoices and other important documentation
- Maintain a clean and organized office environment
- Assist in vendor relationship management
- Recording patient's vital signs, documenting providers notes, taking medical histories, and changes in medical conditions
- Preparing and administering medications, including by intramuscular, intradermal, and subcutaneous injections—including vaccinations/immunizations, as directed
- Transmitting prescription refills as directed
- Phlebotomy

- Taking electrocardiograms
- Prepping exam rooms for clinical procedures and assisting providers with patient care
- Assisting providers during routine checkups, outpatient procedures and other physical exams
- Providing compassionate patient support and care, attention and assistance during office visits
- Documenting patients' medical information, including medical history and health insurance information
- Performing data entry tasks to document patient records within facility databases and maintaining patient files
- Coordinating daily office activities, greeting patients and checking patients in and out for their appointments
- Other duties as assigned

JOB QUALIFICATIONS:

- High School Diploma or equivalent is required
- Graduate of an accredited Medical Assistant program
- EMR systems EPIC : 1 year (Preferred)
- Vital signs: 1 year (Preferred)
- BLS Certification (Preferred)
- Certified Medical Assistant (Preferred)
- Experience working in Microsoft Office (Outlook, Excel, Word) or similar software is required.

Salary:

\$17-\$21/hour

We're excited to meet passionate candidates who share our commitment to healing and community care. Please **submit your application through Indeed only** so that it's received and reviewed properly.