

# Job description

**Cholla Medical Group Inc.** is looking for **Medical Assistant** to join our busy mobile-physician Practice, located in Phoenix/Ahwatukee area.

- Full-time - Competitive Salary (\$18-21 DOE)
- Health insurance and benefits available

## **Address of Practice:**

10631 S. 51st Street, Suite 8

Phoenix, AZ 85044

## **Practice Hours:**

Monday - Friday 8:00am-5:00pm

## **About Cholla Medical Group Inc.**

At Cholla Medical Group Inc., you'll have the opportunity to perform a critical role in the Primary Care setting. Cholla Medical Group, Inc. is an Arizona based, PCP (Primary Care Physician) mobile doctor's office. Our licensed, mobile doctors and medical assistants make house calls and provide medical services to geriatric patients in the comfort of their own Residence (Senior Communities, Group Homes, or Assisted Living Facilities (ALF's)). Our mobile physicians have years of experience caring for homebound, elderly, and other patients that aren't able to travel.

**Medical Assistant** Cholla Medical Group- Phoenix, AZ 85044

This position assists in the medical practice under the supervision of a physician or Nurse Practitioners.

## **Essential Job Responsibilities:**

- Traveling to patients' residence with physicians.
- Triage patients and take accurate vitals.
- Enter data into electronic health record including but not limited to vital signs, chief complaints, past medical history, nutritional and developmental histories.
- Review provider schedules/rosters.
- Schedules clinic days at various assisted living facilities, which includes; coordination with the facility's staff, advance request of clients' MAR, vitals, weights, charts from the facilities, preparation of required data, and organization of client information.
- Collects and requests appropriate labs and patient information requested by provider and enters into electronic health record.
- Administer age appropriate developmental, vision, hearing, hemoglobin, tuberculosis, and other screens when needed.

- Coordinates the medical resources process and follows up to ensure information has been either received or delivered to the appropriate doctor/facility.
- Makes copies and scans clinic orders and of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Assisting caregivers, patients and families of patients with information requests to the best of his or her knowledge.
- Administration duties as needed that include: answering phones, greeting patients, collecting insurance and registration information.

**Communicates accurately, clearly, and professionally.**

- Communicates in a positive, respectful, and courteous manner.
- Practices active listening skills and uses partnering communication strategies.
- Interacts with coworkers and patients to build productive and collaborative relationships that support the achievement of agency and program goals.
- Understands and maintains private and sensitive information within the confines of need-to-know parameters.
- Reviews email daily using various writing styles and formats to produce effective communication including a clear purpose and intent.
- Maintains a calendar and uses calendaring to schedule appointments on a daily basis that is available for review.

**Functions as an effective team member with co-workers and the community to build productive, collaborative relationships that support achievement of program goals and objectives.**

- Shares critical information with doctors, management, and team members regarding work progress, successes, barriers, concerns, and other areas that may have an impact on the department's services or image, may affect relationships with key participating parties within the confines of need-to-know.
- Attends and participates in staff meetings in accordance with department standards and schedule. Supports the decisions of management and team leaders.

**Utilizes supervision effectively, takes initiative to secure professional development opportunities, and applies relevant information to the work setting.**

- Prepares and participates in supervision that is regular, reflective, and collaborative in nature.
- Recognizes the personal limits of competencies and expertise, seeks supervision and guidance accordingly.
- Maintains a reasonable level of awareness of current professional information in fields of activity and undertakes regular and ongoing efforts to maintain competence in the skills used.
- Notifies supervisor of crisis situations, unusual incidents, and/or on-going problems within appropriate timelines.

## **Education, Experience, and Other Qualifications:**

- Medical Assistant certificate or completion of a CAAHEP accredited/medical assisting program or medical assistant experience for at least 200 hours.
- Provide proof of CPR and First Aid Certification, Arizona Fingerprint Clearance
- Proficient in electronic clinical documentation and scheduling systems.
- HIPPA compliant
- Negative TB test
- CPR/First Aid certified
- Must provide proof of a valid driver's license.
- 12-24 months clinical experience preferred.
- Patient relations/office coordination

The above statements are intended to describe the general nature and level of work being performed by the person in this job and are not intended to be an exhaustive list of all responsibilities and skills required.

Job Type: Full-time

Salary: \$18.00 - \$21.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Medical specialties:

- Internal Medicine
- Primary Care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work setting:

- In-person

COVID-19 considerations:

All/Any PPE you may need is available and provided to employees.

Experience:

- EMR systems: 1 year (Preferred)
- Vital signs: 1 year (Preferred)

License/Certification:

- Certified Medical Assistant (Preferred)

Work Location: Multiple Locations