

Medical Assistant (Tigard, OR)



Location **Oregon**
<https://www.genclassifieds.com/x-701225-z>

Medical Assistant (Tigard)
 compensation: competitive wage and benefits package
 employment type: full-time

TIGARD OREGON

Part/Full time Podiatric Medical Assistant needed for a busy private in Podiatry practice with focus on sports medicine, wound care and general podiatry. Specialist work experience is a plus. Office is high tech and familiarity and comfort with Mac computers and other Apple products is required.

Basic responsibilities include, but are not limited to:
 Interacting with patients (must be very polished in person and on the phone):

- Preparing patient charts
- Clean and prep exam rooms for the patients before the doctor returns to the room
- Basic Medical History taking & Health Screening
- Must be able to lift 50 pounds and possibly assist patient into the medical seat
- Make insurance calls and prior authorizations and referrals
- Scheduling appointments and surgeries
- Taking patient X-rays; instrument sterilization
- Enter data for electronic medical records

• Basic knowledge of Microsoft Word and Excel
 • Assistance to the doctor in patient treatment
 • Billing and insurance questions. The office manager is looking and who can do on phone

To be considered for this position, please submit by email the following items:

- Resume
- Certified Medical Assistant
- Current Podiatric X-Ray license LYMO, Lower Extremities
- Cover letter, which includes answers to the following:
- What do you think about yourself and you tell us makes you the ideal fit for this position at this small family



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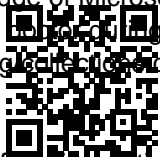
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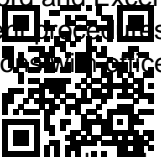
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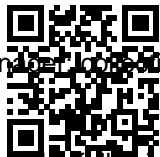
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owned practice?

â€¢ Why did you choose to study Medical Assistance?

â€¢ What is your experience in the field?

â€¢ How long have you been a medical assistant? What duties were expected of you in a typical day?

Please include references.

Principals only. Recruiters, please don't contact this job poster.

do NOT contact us with unsolicited.