

Medical Assistant & Front Desk Float

Full Time

The Company: Pulmonary Associates of Richmond (PAR) has been around since 1974. That's 50 years of serving the greater Richmond community. We specialize in pulmonary medicine, sleep disorders and research. Our staff cares about our patients and delivers the utmost excellence in quality care and customer service.

The Position: PAR is seeking a dynamic Full-Time Medical Assistant/Front Desk Float for our busy West Broad location.

Job Responsibilities for the Medical Assistant/Front Desk Float

Medical Assistant duties:

- Inject patients in high volume clinics.
- Obtain current vitals, patient history, current medications, and reason for visit from patients.
- Perform allergy skin testing on patients.
- Accurate document billing for each testing performed on patients.
- Utilize inventory management system to dispense, transfer, and adjust inventory when needed.
- Schedule new clinic patients, explaining policy and procedures to patients.
- Send prescriptions as needed.
- Manage medication and ancillary inventory.
- Will be cross trained in biologic and allergy injections to provide coverage as needed.

Front Desk Duties:

- Patient Check In
- Greet and instruct patients on the use of the Phreesia pad.
- Enter demographic and insurance data and acknowledge patients in Allscripts.
- Scan financial paperwork and insurance cards.

- Obtain referrals when required.
- Patient Check-out
- Check patient out in Allscripts.
- Schedule follow up appointment, tests and give instructions to patient.
- Complete order forms and give instructions to the patients.

Qualifications for the Medical Assistant/Front Desk Float

- At least 1 or more years of MA experience, preferably with experience working in medical practice.
- Certified MA training completion or equivalent education or experience is preferred.
- EMR systems: 1 year (Preferred)
- Vital signs: 1 year (Preferred)
- Certified Medical Assistant or CNA (Preferred)

Benefits

- 401(k)
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending accounts
- Employee referral program
- Health insurance
- Employer Paid Life insurance and LTD.
- Paid time off
- Vision insurance
- **WEEKLY PAY and more!**

Physical / Mental Demands

- During clinic - standing and walking continuously. Outside of clinic - mostly sitting with some walking and standing.
- Manual dexterity for using a computer keyboard, using a mobile device such as an iPad or laptop, and other office machines.
- Manual strength for using a manual blood pressure cuff.
- Ability to carry up to 10 lbs. frequently during clinic.
- Ability to view computer screens for long periods.
- Occasional stress related to workload and physician / patient demands.
- Sitting for long periods of time as well as occasional standing and walking.

Pulmonary Associates of Richmond is an equal opportunity employer.