

Medical Assistant

Full time

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 enthusiastic full-time Medical Assistants for our busy West Broad PAR location. Enjoy **weekly** pay with the opportunity to grow in a team orientated work environment.

Job Responsibilities for the Medical Assistant

- Prep charts; preload and scan patient charts into EMR
- Obtain current vitals, patient history, current medications, and reason for visit from patients.
- Accurately document patient activity
- Promptly return patient calls for prescription refills and miscellaneous patient questions.
- Complete provider orders such as DME oxygen set up, sleep studies, patient follow-ups and other requests.
- Obtain prior authorizations for procedures, medications, and copay assistance.
- 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.
- Give injections and scheduling testing.

Minimum Qualifications for the Medical Assistant

- At least 1 or more years of MA experience, preferably with experience working in medical practice.
- CNA or Certified MA training completion or equivalent education or experience (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
- Critical Illness
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance
- **WEEKLY PAY**

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.