



Position Title: Medical Assistant

JOB DESCRIPTION

Catalyst Medical Center and Clinical Spa is a multi-faceted, independently owned clinic that offers specialty medical care in Ear, Nose and Throat (ENT), Dermatology, Audiology, Allergy and Cosmetic Procedures. Currently looking for a self-motivated, fast learning, caring and compassionate Medical Assistant with a positive attitude and the desire to learn and grow with our medical team.

EDUCATIONAL REQUIREMENTS

- Graduate of a Medical Assistant Program
- Current North Dakota Medical Assistant License

QUALIFICATIONS AND EXPERIENCE

- Minimum of two years of experience in a physician office or hospital. Ear, Nose, Throat, Dermatology or Allergy experience a plus.
- Ability to administer injections and collect specimens. Phlebotomy experience required.
- Comfortable using email, basic computer applications and practice management programs.
- Flexible schedule that will include occasional evenings and Saturdays.
- Knowledgeable of OSHA guidelines and practices.

RESPONSIBILITIES (not limited to)

- Prepare patients and patient rooms for exams, treatments and minor procedures.
- Educate, review and explain pre-operative care instructions and the surgical process to patients.
- Observe record and report patient vitals, conditions, reactions and treatments to physician.
- Administer injections and collect specimens.
- Return patient phone messages, triage incoming calls, pre-certify surgical and other procedures.
- Oversee preparation of exam rooms which includes restocking medical supplies, educational materials and pharmaceutical supplies and samples.
- Maintain patient confidentiality, including HIPAA and practice specific compliance guidelines.
- Attend and maintain training relevant to role, including practice management software, CPR, OSHA, CLIA and HIPAA.

CONTACT

Please send resumes, references and salary requirements to:

Jenny Grabinger

Communications Coordinator

Catalyst Medical Center

1800 21st Avenue South

Fargo, ND 5803

Phone: 701-365-8674

jenny@catalystmedicalcenter.com

No phone calls please.