Dermatology Associates of Coastal Carolina
New Bern, NC 28562
newbernderm.com

JOB TITLE: **Certified Medical Assistant**

JOB SUMMARY: Assist Physicians with Clinical and Clerical related patient care. Full time 40 hours per week 5 days a week.

PHYSICAL DEMANDS: Requires prolonged standing and walking. Requires bending, stooping, stretching and lifting up to 50 pounds. Work is primarily in the back medical area and involves direct contact with patients.

DUTIES:

Documents patient complaints and medical history. Prepares patients for exams, procedures and surgery. Directly assist physician with patient care including examinations, procedures and surgery. Provides patient education and instruction. Responsible for making referrals to other facilities and physicians. Responsible for calling patients regarding pathology results, lab results, physician instructions, follow up appointments, referrals, etc as directed by provider. Responsible for completing prior authorization and pre-certification requirements for prescription medications. Call approved prescriptions to various pharmacies to include any necessary insurance company authorization requirements. Responsible for cleanliness of immediate work area and sterilization of instruments. Responsible for maintenance, stocking and cleanliness of various specialty areas and equipment (autoclave room), exam rooms, surgery rooms, nursing and physician station and medical supply area. Responsible for maintaining supplies in specific work areas. Participates in training other clinical staff as needed. Presents an office attitude that promotes compassion and a strong respect for patient dignity. Maintains patient confidentiality. Maintains a professional attitude that creates a positive first impression of the clinic. Refers all problems and complaints to the Clinical Staff Manager. Performs other related work as required.

QUALIFICATIONS:

Must be a Certified Medical Assistant. High School diploma or equivalent with 1+ year medical experience or 1+ year college level education in any medical specialty. Excellent patient care skills required. Excellent oral and written communication skills.

Please submit your resume' to:

nbdermapp@suddenlinkmail.com

Dermatology Associates of Coastal Carolina provides equal employment opportunity to all individuals without regard to race, color, religion, gender, national origin, age, veteran status, or handicapped status.