**Medical Assistant,** Lakewood

Large multi-physician gastroenterology practice is seeking a full-time medical assistant for our Lakewood Office. This position offers an excellent opportunity for a self-motivated, and hardworking individual. Must be able to handle a large volume and be able to multi-task.

**JOB RESPONSIBILITIES**

* Perform patient phone triage
* Refill medication
* Obtain preauthorization of medication and radiology
* Take patient vital signs
* Room patients for physicians and mid-levels
* Compile and send lab result and biopsy letters
* Performs other duties as assigned by the physician/office manager

**JOB REQUIREMENTS:**

* High School Diploma, some college strongly preferred
* One-year experience in gastroenterology preferred
* Completed schooling as a Medical Assistant or training at a physician's office
* Knowledge of EMR and All Scripts is a plus
* Requires a sense of discipline to work in accordance with accepted medical standards
* Looking for a self-motivated person, with good customer service skills and patient care skills
* Detail oriented and able to multi-task
* Must have excellent communication skills and the verbal ability to understand patient's medical records, physician's orders and medication orders
* Must maintain a professional attitude to deal tactfully and effectively with patients, other employees, hospital staff, and the physicians

We offer a competitive pay, along with a benefits package, including uniform reimbursement, education reimbursement programs, medical, dental, vision, short-term disability, life insurance, paid-time off, Safe Harbor 401k, and voluntary insurance products.