



Fibroid Institute Dallas, 12840 Hillcrest Road, Suite E104, Dallas, TX 75230, 214-838-6440, FibroidFree.com

Medical Assistant: Job Purpose

The Medical Assistant serves as a critical link between the Fibroid Institute Dallas, its prospective and current patients, and referring doctors. The candidate will interact with patients, manage records coming in and going out of the practice, and help coordinate patient scheduling. The Medical Assistant will collaborate with the rest of the team to optimize Dr. Slonim's and the nurse practitioner's efficiency, streamline patient throughput, and maximize practice success. This position will follow the doctor between two practice locations in Dallas and Duncanville.

Willing to train the right individual

Medical Assistant: Qualifications

- Strong attention to detail
- Reliable
- Sense of urgency
- Self-motivated
- Organized
- Experience in providing high standard of customer service and diplomacy
- Strong verbal and written skills
- Ability to prioritize requests from multiple members of the medical team
- Understanding of the importance of maintaining confidentiality; ability to maintain confidentiality under HIPAA and clinic standards
- Efficient use of Athena electronic health record a plus
- Minimum of one year working in healthcare
- Bilingual in English and Spanish

Medical Assistant: Job Duties

- Check patients in and out for appointments
- Review questionnaires with patients for completeness
- Measure and record vital signs
- Prepare exam rooms
- Request outside medical records
- Order imaging exams and track to make sure FID gets reports
- Order lab work and track to make sure FID gets results
- Schedule follow up visits
- Send referrals to other physician offices
- Upload outside imaging into FID's PACS system
- Provide coverage of duties for other staff
- Answer and direct phone calls

Medical Assistant: Benefits

- Health, Dental, Vision, Short Term Disability, PTO
- Full time, pay range \$15-\$17 per hour

Send cover letter and resume to pam.fibroidfree@gmail.com