

ORGANIZATION: TOMAGWA HealthCare Ministries 3/1/2021

JOB TITLE: Medical Assistant

LOCATION: Tomball, TX

WEBSITE: www.tomagwa.org

CONTACT: Amber Guindon, Vice President of Operations

EMAIL: Admin@tomagwa.org

DESCRIPTION:

Efficiently manage patient flow in area of responsibility. Primarily responsible for patient check-out, including reviewing provider orders, handling money and reconciling at the end of the day. Able to use EMR to make appointments, review schedules and assist patient check-in. Complete medical intake of patients including vital signs, height, weight, etc. Ensure appropriate documentation is available for medical staff to evaluate the patient's present condition. Able to perform EKG's and phlebotomy. Prepare, administer, and document immunizations per physician's orders and enter appropriate information into ImmTrac. Order and maintain laboratory supplies and equipment. Perform monthly inspection of medical equipment and request calibration when indicated. Additional responsibilities delegated by Supervising Nurse. Attending staff meetings, staff events and fundraising functions.

QUALIFICATIONS: High School graduate or GED equivalent.

Completed course of training as Certified Medical Assistant

CPR Certification

Maintain necessary immunizations.

JOB TYPE: Full-time position, Tomball and Magnolia Clinics, 8:00-5:00, Monday through Thursday, plus occasional evening and Saturday clinics