

## Medical Assistant

### POSITION SUMMARY

The Medical Assistant works as part of our dermatology team which aims to deliver the highest level of patient care. In addition to a strong commitment to patient care, the ideal candidate must have the ability to multitask in a busy office, have a positive attitude, and be a team player!

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist dermatologists with medical, cosmetic, and surgical duties
- Greet and room patients
- Obtain/record medical histories and prepare patients for examination
- Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures
- Remove sutures and provide basic wound care
- Provide patient education at completion of visit as directed by the physician
- Scribe on a user-friendly Ipad EMR system
- Perform general office duties, such as answering patient phone calls, completing insurance forms, performing prior authorizations, and calling pharmacies
- Schedule medical, surgical, and cosmetic appointments
- Maintain medical records in EMR system
- Call patients to deliver lab and biopsy results
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean
- Organize, clean, and stock rooms with supplies
- Clean and sterilize instruments and dispose of contaminated supplies
- Maintain inventory of medical supplies
- Secure patient information and maintain patient confidence by completing and safeguarding medical records; keep patient information confidential
- Perform other duties as assigned

### MINIMUM REQUIREMENTS

- Bachelor's degree (required)
- Previous healthcare experience required with at least 1 year of Medical Assistant experience or 3 months of Dermatology experience (preferred)
- 1 year commitment (expected)
- Possess an ability to thrive in a fast-paced environment and comfort with multi-tasking
- Familiarity and comfort with EMR and Apple operating systems
- Enthusiasm for learning medicine and providing patient care, ability to be empathetic with patients, and ability to maintain confidentiality



### **BENEFITS & WAGES**

- Paid Time off
- Health Insurance
- Dental Insurance
- Employee discounts

### **SCHEDULE**

- Full-time or Part-time, Monday – Friday, hours may vary
- No weekend or evening shifts

### **HOW TO APPLY**

If you are interested in joining our brand new dermatology practice in Arlington, VA, please send your resume and a cover letter directed to “Arlington Dermatology” to the form specified on our Career Opportunities page. We are excited for the possibility for you to join our team!