



**Position Title:** Certified Medical Assistant – **San Tan Valley**

**Reports To:** Clinical Services Manager

**FLSA Status:** Full-time Monday thru Thursday (4-10)

**Location:** San Tan Valley, AZ Clinic

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### **Position Summary**

Pain Institute of Southern Arizona dba Regional Pain Institute has an immediate opening for a full-time Certified Medical Assistant. The CMA must have excellent verbal and written communication skills, exhibit time management skills, multitasking and enjoy working in a fast-paced environment.

### **Role Overview/ Key Responsibilities**

Coordinates with clinic staff to ensure a positive patient flow, waiting room, and exam room experience. Prepares patients to be seen by physicians, collects vital signs and testing as required by the healthcare provider. Assists provider with collection, documentation, processing, and verification of information related to patient care in an EHR system. Communicates patient concerns and needs to the healthcare provider. Ensures patient understands diagnoses, treatment, prescriptions and follow-up instructions, also address prescription refills. Provides timely responses to patient inquiries and timely completion of assigned tasks. Assists in routine clerical functions such as filing of patient medical information, locating and compiling department charts, obtaining medical records from other providers and entering charges for billing purposes. Availability to travel to a satellite clinic at times.

### **Required Qualifications**

- Verifiable successful completion of an accredited Medical Assistant program.
- High School diploma or GED equivalent.
- Knowledge of Electronic Health Care Records and understanding of medical terminology.
- Strong communication skills.
- Reliable and consistent transportation.
- Must be willing to train in Tucson, AZ clinic setting for limited time.

### **Preferred Qualifications**

- Successful completion of a medical assisting internship.
- BLS Certification

### **Physical & Work Environment**

San Tan Valley Clinic. Standing, sitting, walking, speaking, listening, bending, reaching, pulling, lifting, grasping and manipulating tools, typing, using peripheral computer tools.

**Pay Range:** \$18.00 - \$22.50 hourly