

Back Office Medical Assistant

Pay

\$16.00 - \$18.00 per hour

Job type

- Full-time

Number of openings for this position

- 2

Schedule

- 8 hour shift
- Monday to Friday
- No weekends
- Major Holiday closed

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- 401(k) matching & Profit Sharing

Job description

Practice is looking for Full-Time Medical Assistant for our Chandler office. Cardiology experience preferred but not required.

**RMA or CMA preferred or within 90 days of employment.

Responsibilities:

- Rooming patients, obtaining, and recording patient vitals accurately, reviewing medications with patients
- Electronic medical records experience
- Mature and self-disciplined
- Able to keep up in a fast-paced environment
- Excellent oral, written and verbal skills in English (Spanish is a plus)
- Customer service focused

Qualifications:

Education: High School diploma or equivalent. Medical Assistant certification or diploma from an accredited college or technical school.

Certification/Licensure: Must be certified or registered medical assistant through a state recognized organization. Must complete required educational credits to maintain current certified or registered status.

Experience: 6 months experience in the medical field preferred, or 6-month related experience and/or training, or equivalent combination of education and experience.

Please send your resume for immediate interview scheduling to shelly.fletcher@valleyheart.us.