

Comprehensive Urology Institute – Medical Assistant

Job Summary

We are seeking a dedicated and compassionate Medical Assistant to join our healthcare team. The ideal candidate will play a crucial role in providing exceptional patient care in an outpatient setting. This position requires the ability to thrive in a fast-paced environment. The Medical Assistant will be responsible for supporting healthcare professionals in delivering high-quality medical services while ensuring patient comfort and safety.

Responsibilities

- Assist healthcare providers with patient examinations and procedures.
- Perform routine clinical tasks including taking vital signs, preparing patients for exams, and documenting medical histories.
- Manage patient flow and ensure timely service delivery within the clinic or hospital setting.
- Coordinate with other healthcare staff to facilitate effective patient care.
- Maintain cleanliness and organization of examination rooms and medical equipment.
- Provide education to patients regarding their health conditions and treatment plans.
- Handle administrative tasks such as scheduling appointments, managing medical records, and processing insurance claims.
- Uphold patient confidentiality and adhere to all safety protocols.

Experience

- Previous experience as a Medical Assistant or in a similar healthcare role is preferred.
- Knowledge of physiology, medical terminology, and clinical procedures is essential.
- Strong interpersonal skills with the ability to communicate effectively with patients and healthcare professionals.
- A commitment to providing high-quality patient service and care in a compassionate manner.

Join our team to make a difference in the lives of our patients while advancing your career in the dynamic field of healthcare!

Please send resume to ohiocui@gmail.com – Attn: Practice Administrator