

Job Title: Medical Assistant

Locations: Naples Family Medicine – Cortland & Warren, OH (Two Office Locations)

Job Type: Full-Time

About Us:

Naples Family Medicine is a private family practice delivering compassionate, high-quality primary care in Cortland and Warren, Ohio. Our team includes 2 board-certified physicians and 4 seasoned nurse practitioners. Across both offices, we see approximately 90 patients daily and are committed to creating a welcoming environment for families and individuals of all ages.



Key Responsibilities:

- Measure and record vital signs (temperature, pulse, respiration, blood pressure, height, weight)
 - Administer immunizations and injections as directed by providers
 - Perform EKGs and assist with other in-office procedures
 - Train and assist with basic X-ray procedures (training provided)
 - Clean, stock, and prepare exam rooms between patient visits
 - Review lab results and medication plans with patients, ensuring clear understanding
 - Document patient interactions, procedures, and chart updates accurately in the EMR (Medent preferred)
 - Assist providers in managing chronic conditions such as:
 - Hypertension (HTN)
 - Type 2 Diabetes Mellitus (T2DM)
 - Hyperlipidemia
 - Asthma, COPD, thyroid disorders, and other common primary care conditions
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Qualifications:

- Completion of an accredited Medical Assistant certificate or diploma program (preferred)
- Previous experience in family medicine, primary care, or busy clinic settings is a plus

- Proficiency with Medent EMR (or ability to quickly learn new systems)
 - Strong communication skills and ability to build rapport with patients
 - Organized, detail-oriented, and able to multitask in a fast-paced environment
 - Demonstrated reliability, professionalism, and ability to work in a collaborative team
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Why Join Us?

- **Convenient Hours:** Daytime shifts only—no nights or weekends
- **Team Support:** Mentorship from 2 physicians and 4 nurse practitioners
- **Growth Opportunities:** On-the-job training enables cross-training (EKGs, X-rays, procedures)
- **Meaningful Work:** Make a direct impact caring for families in your local communities
- **Pay & Benefits:** Competitive hourly rate aligned with experience; benefits package available