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:

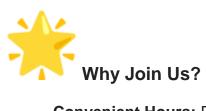
- Measure and record vital signs (temperature, pulse, respiration, blood pressure, height, weight)
- Administer immunizations and injections as directed by providers
- Perform EKGs and assist with other in-office procedures
- Train and assist with basic X-ray procedures (training provided)
- Clean, stock, 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



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



- 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, Xrays, 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