

Job description

Registered Medical Assistant (RMA)

Pay- \$17-\$21/hr.

General Duties

Urology Nevada Medical Assistants support medical provider staff by delivering or assisting with routine nursing or therapeutic services in a clinic setting; perform basic medical screening procedures; assist during examinations and other clinical procedures; set up instruments and equipment, using sterile technique; clean and stock exam/procedure rooms, instruments and equipment; order, inventory and store supplies; maintain patient records; maintain provider schedules and perform related duties as required. General duties include but are not limited to:

- Attending and participating in meetings, training, and presentations.
- Answering phone, greeting patients for medical or other services
- Preparing patients for exams and supply the provider with relevant information (Lab results, vital signs, medications, allergies, ext.)
- Managing provider schedule
- Sterile processing
- Completing daily tasks
- Sending out appropriate lab specimen
- Refilling patient medication
- Completing prior authorizations
- Follow safety standers in all aspects of performance of the above essential functions
- Maintain all licenses and certificates up to date
- Protects patients' rights by maintain confidentiality of personal and financial information in accordance with HIPAA guidelines/regulations

- Observes and respects the confidentiality of information in regard to the patients, doctors, and fellow employees

Knowledge, Skills, and Abilities

- Ability to work in a team environment
- Must be dependable, flexible, and multi-task oriented
- Must be able to communicate professionally both verbally and written with Physicians, clinic staff and patients
- Excellent customer service skills
- Ability to lift up to 50lbs

Systems Used in Position

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Teams
- Mitel Phone system
- athenaNet
- Multiple EMRS

Job Type: Full-time

Pay: \$17.50 - \$21.00 per hour

Benefits

- Paid Time Off
- Employee Assistance Program

- Health Insurance
- 401k
- Pension Plan
- Life insurance

Schedule:

- 8-hour shift

Work Location: In person

Education and Experience

High School Diploma, GED, or suitable equivalent.

Preferred 1 year worth of experience as a medical assistant

License/Certification:

BLS Certification (Required)

Certified Medical Assistant (Required)