



Certified Medical Assistant

Knox Public Health has a full-time Certified Medical Assistant position open in our Community Health Center. The responsibilities of this position will include but not be limited to:

- Patient assessment
- Vital signs
- Phlebotomy
- Urinalysis/body fluid specimens
- Documentation using e-Clinical software program
- Faxing
- Copying
- Mailing records
- Completion of forms
- Scheduling tests for patients
- Pre-certifying patient visits/screenings
- Clerical support for scheduling/reception of patients, registration, charging and initiation of new records
- Maintenance of current records
- Communicates and collaborates with other healthcare team members

Requirements:

- Advanced communication, computer and customer service skills
- Minimum of high school diploma
- Registered Certified Medical Assistant certification required
- Experience with electronic health records a plus

Applicant must have the ability to calculate fractions, decimals, and percentages; and have excellent verbal and written communication skills. This position requires the ability to manage multiple tasks in an efficient and accurate manner and the ability to communicate effectively with the public.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. If you enjoy working in a fast-paced environment while keeping the standards of output efficient and on task, submit your resume and application to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Position open until filled.

Knox Public Health is an Equal Opportunity Employer Provider.

Knox Public Health regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

Human Resources
Knox Public Health
11660 Upper Gilchrist Road
Mount Vernon, OH 43050

Resumes can also be sent via email to: resume@knoxhealth.com