CERTIFIED MEDICAL ASSISTANT – ENTRY LEVEL

Kelly Healthcare Resources currently has an exciting contract opportunity available for a Certified Medical Assistant to come and join our client located in San Jose, CA! As a Certified Medical Assistant with an organization committed to serving low income, uninsured/underinsured and medically underserved children, you’ll be accountable for performing various patient care activities, clerical duties and additional projects that will contribute to the smooth operation of a School Health Clinic site. In this role, you’ll interact daily with children and young adults, and commit to providing high-quality, easily accessible primary medical care and preventative health services. This truly is a perfect position for a medical professional with solid interdisciplinary and organizational skills! So, if you know you’ve got what it takes in order to be successful in this role, then what are you waiting for!? Apply today!

If interested please call 855-535-5930 to begin the recruiting process and speak directly to a recruiter during our hours of operation - Monday through Friday 11:00AM - 7:00PM Eastern Standard Time.

ROLES AND RESPONSIBILITIES:

- Complete patient registration, ensuring all necessary registration forms are completed
- Communicate with patients, answering all questions and concerns
- Assure receipt of all insurance information from the patient and confirm insurance eligibility
- Perform and record vital signs on each patient and prepare patients for Practitioner visit
- Assist in performing screening exams (vision and audiometric screening) and tests (urine dip, urine pregnancy, glucose, lead, etc.)
- Provide medical treatment under supervision of the Practitioner (application of non-sterile compresses, ice, bandages, etc.)
- Collect, review and evaluate billing data
- Clean and care for Health Clinic equipment
- Complete various clerical assignments
- Additional duties as assigned

REQUIRED QUALIFICATIONS:

- High School diploma, GED or equivalent
- Hold current certified Medical Assistant certificate in the state of California
- 1+ years of related work experience preferred
- Bilingual in both English and Spanish
- Knowledge and familiar with NexGen and medical terminology
- Solid communication, organization, planning, prioritizing and computer skills
HOW TO APPLY:

To apply for this opportunity please call **855-535-5930** to begin the recruiting process and speak directly to a recruiter during our hours of operation - Monday through Friday 11:00AM - 7:00PM EST. Every day, Kelly Healthcare Resources (KHR) specializes in providing highly skilled nursing and allied health professionals within hospitals and other health care facilities, as well as positions in sectors such as insurance, pharmaceutical, health management and education.

*Related Search Terms: Certified Medical Assistant, CMA, Clinical Assistant, Doctor’s Assistant, Medical Assistant, MA, Medical Office Assistant, Registered Medical Assistant, RMA*