



## Medical Assistant

### Full Job Description

Seeking an experienced, well-organized Certified Medical Assistant (CMA) for an upscale infertility practice in Newport Beach. Candidate must have experience in phlebotomy, medication authorization, rooming, assist in office-based procedures, reception, patient education, and is dedicated to patient care. We require an individual who is detail oriented, possesses strong customer service skills, can prioritize tasks, is energetic, dynamic and extremely organized. Must be able to work independently as well as in a team environment.

### Essential Duties & Responsibilities

- Liaison between physician, nursing and patients
- Assist in office procedures as necessary
- Extensive phone and in-person communication with patients; explain procedures, answer questions in a clear manner
- Phlebotomy
- Document necessary information in EMR
- Medication prior authorization
- Front office & Back office reception
- Professional phone etiquette and ability to use multi-line phone system
- Accurately schedule/confirm all appointments and collect patient payments
- Greet patients, obtain brief medical history and escort to exam rooms
- Process and organize patient paperwork and medical charts
- Performs patient education and counseling when appropriate
- Takes inventory and replenishes supplies in exam and medical stock rooms
- Prepares and maintains clean exam rooms, lobby, and office space
- Maintains confidentiality as it complies with HIPAA and practice guidelines
- Communicates effectively with physicians, co-workers, and patients

### Experience/Requirements

- Certified Medical Assistant (CMA) with minimum 1 year experience
- Medical office experience in the area women's health is preferred
- Demonstrated strong written and verbal communication and interpersonal skills
- Computer Skills – strong computer skills required
- Previous REI experience preferred
- Experience with EMR systems
- Front office / concierge experience is preferred
- Strong phone communication skills
- Must be able to multitask
- Must be a team player and able to take direction

**Salary:** Hourly rate based on experience

**Hours:** Monday-Friday, Weekends & Holidays (as needed)

**Education:** High school or equivalent (Preferred). **License/Certification:** Certified Medical Assistant, CPR Certification Required.

