

NorthEast Ear, Nose & Throat Center – Kannapolis, NC

### **Clinical Medical Assistant**

Otolaryngology office in Kannapolis, NC currently seeking a full time **Clinical Medical Assistant**. This position will be responsible for assisting in the examination and treatment of patients under Physician direction. Must have excellent communication skills and be a team player.

#### **Job Responsibilities:**

- Prepares treatment rooms for examination of patients
- Coordinates patient movement and transport from waiting room to required treatment area
- Interviews patients, measures vital signs and records in patient's electronic health record.
- Assists Physician with exam or surgical procedure when necessary
- Cleans and sterilizes instruments in accordance to approved OSHA guidelines and procedures
- Computer data entry to maintain office and patient records
- Acts as backup to Front Office staff when necessary

#### **Required Skills & Qualifications:**

- Completion of 2-year program for Medical Assisting (Program must be AAMA Accredited)
- Current certification or registration as Medical Assistant preferred
- Ability to deal tactfully and effectively with patients, family members, staff and Physicians
- 2-3 years clinical experience preferred

**Serious inquiries only. Email resume to [neentc@neent.org](mailto:neentc@neent.org)**