

FULL-TIME MEDICAL ASSISTANT

Metro Community Health Center is a nonprofit community health center located in Swissvale. We are seeking a Medical Assistant who will work in the back office on a full-time basis. This position will support a high performing Physician in a fast paced environment.

Primary Functions:

- Performs duties including, but not limited to, vital signs, assisting the providers with procedures, providing patient education, conduct in-office testing to include; urine pregnancy screen, urine dip, rapid strep, laboratory tests, pregnancy tests, fecal occult blood, and HIV screening, immunizations and other injections, as required
- Telephone triage of all calls within the department
- Complete refills as appropriate
- Communicate effectively with physicians, nursing staff, Metro staff, patients, and family members in the coordination of patient care
- Maintain EMR documentation for patient visits
- Other duties and tasks, as assigned

Required Credentials:

- Graduate of an accredited Medical Assistant Program, which includes phlebotomy & injections
- Demonstrated Success and experience with direct patient services in a primary care environment
- High school diploma or equivalent
- Electronic medical record experience

Preferred Qualifications:

- 2 Years of Medical Assisting Experience
- Front office experience a plus

Competitive wages, no weekends, or holidays, primarily daylight hours with one evening per week.

If interested, please send resume to rwitte@metrofamilypractice.org