

Medical Assistant Job Overview

North Olmsted Urgent Care is a privately owned urgent care that is currently seeking a full-time Medical Assistant. The position would be split between two locations: North Olmsted and Lakewood. Both facilities take care of patients with acute conditions, but also perform a variety of occupational health exams. The centers are open seven days a week, but are closed on major holidays. Work shifts are either 11 or 6 hours long.

Responsibilities for Medical Assistant

Receive and direct phone calls, check-in and check-out patients, obtain necessary patient information to file and update patient records

Prepare patients for examination, take vitals, and record patients' health history

Set-up EKG machines, administer injections and medications, and perform routine specimen collection and tests

Prepare equipment and examination rooms, and clean instruments

Assist physician with medical treatments, procedures, and exams

Equip exam rooms with appropriate supplies

Qualifications for Medical Assistant

High school diploma or GED required; completion of an accredited medical assistance certification program preferred

Excellent interpersonal skills

Ability to communicate clearly and effectively with patients and other external parties in a courteous and friendly manner at all times

Must be detail-oriented and highly organized

Must be able to maintain confidentiality at all times

Compensation

Competitive Pay

Sign-on Bonus

PTO

Medical, Dental, and Vision Insurance

401K Plan

Contact: anna@lakewoodurgentcare.org Phone: 216 712 7818