

CERTIFIED MEDICAL ASSISTANT

Main Function: Perform administrative and clinical tasks to keep the offices of physicians, podiatrist, chiropractors, ambulatory care, and other health care settings.

Education:

- High school diploma or equivalent required
- Completion of certified training program
- AAMA or RMA certified

Minimum Requirements:

- Minimum of three years of past work experience as a Certified Medical Assistant in a variety of settings
- Minimum of three years of current experience in phlebotomy
- Three verifiable employment references
- Current Healthcare Provider CPR certification.
- Current physical and 2 step PPD or chest X-ray.
- Proof of hepatitis shots, initiation of shots or declination letter.
- Proof of MMR and Varicella immunization/titre.
- Must possess excellent communication, organizational and public relation skills.