

Medical Assistant

Job Post Summary

Job Description

Major Surgical & Vein Clinic is a growing medical practice **specializing in all areas of general surgery and performing specialized vein treatments**. We are seeking a **Full-Time Medical Assistant** to join our team in **LaGrange, GA 30241**.

The ideal candidate will have excellent patient care and customer service skills, a professional demeanor, and the ability to multitask while working collaboratively in a fast-paced clinical environment. Medical Assistants perform back-office duties and assist providers with in-office procedures. At least one year of experience working as a Medical Assistant in a medical facility is required.

Required Skills & Traits

- Positive attitude with a strong focus on patient experience
- Strong interpersonal and communication skills
- Team-oriented and willing to work in multiple areas of the clinic
- Motivated and goal-oriented
- Excellent written and verbal communication skills
- Proficient in assisting with patient care
- Strong attention to hygiene, including hand hygiene
- Professional phone etiquette
- Comfortable communicating test results to patients
- Willing to assist with marketing or community outreach events
- EMR experience preferred
- Experience sending electronic prescriptions and calling prescriptions into pharmacies is a plus
- Familiarity with sterile technique is a plus

Responsibilities & Duties (include but not limited to)

- Manage inventory and order supplies
- Stock exam and procedure rooms
- Assist providers with procedures, including:
 - Sclerotherapy
 - Radiofrequency Ablation (RFA)

- VenaSeal
- Varithena

- EMR documentation and scribing
- Clean and turn over rooms efficiently
- Perform and maintain sterile technique
- Handle sharps per OSHA regulations
- Room patients and obtain vitals (manual BP, temperature, weight, height, pulse)
- Provide wound care management
- Assist front office with phones and patient concerns as needed
- Cross-train to support front office operations when necessary
- Provide excellent patient care and education
- Answer patient questions related to venous disease
- Phone triage
- Assist with prescription prior authorizations

This is an excellent opportunity for a dependable, compassionate, and hardworking individual who takes pride in patient care and thrives in a collaborative clinical setting.

Job Type

Full-time

Benefits

- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

Experience

- Medical Assistant: 2 years (Preferred)

License/Certification

- Certified Medical Assistant (Preferred)

Ability to Commute

- LaGrange, GA 30241 (Required)

Ability to Relocate

- **LaGrange, GA 30241: Relocate before starting work (Required)**

Work Location: In person