

<b>POSITION:</b>	<b>Medical Assistant – Physician’s Office</b>	<b>Job Posting N 832</b>
<b>DEPARTMENT/UNIT:</b>	<b>Big Horn Mountain Medicine</b>	
<b>DATE POSTED:</b>	<b>November 3, 2011</b>	
<b>DATE CLOSES:</b>	<b>Open Until Filled</b>	

**Full time opportunity: 8 hour day shift for a total of 80 hours bi-weekly.**

#### **Essential Duties / Responsibilities:**

- **Knowledge of healthcare field and medical office protocols/procedures.**
- **Ability to work professionally with all staff and patients, including skill in tact & diplomacy in interpersonal interactions.**
- **Ability to multi-task, plan, prioritize and complete delegated tasks in a timely manner.**
- **Perform clerical duties related to the job functions.**
- **Utilize scheduling program to make appointments.**
- **Utilize the electronic medical record.**
- **Maintain excellent communication flow in the office and with all staff.**
- **Maintain an organized and efficient office.**
- **Maintain and stock office/clinical supplies.**
- **Maintain a safe and clean work environment.**
- **Assist in rooming patients during office clinic.**
- **Under the direction of a Registered Nurse the applicant will:**
  - **Obtain vital signs and gather basic health information.**
  - **Assist in scheduling times for surgical procedures.**
  - **Assist the Surgeon and/or Registered Nurse with office procedures as needed.**

#### **Minimum Qualifications**

- 1. Current Wyoming Certified Nursing Assistant.**
- 2. Current BLS certification.**
- 3. Excellent organizational, time management, communication, interpersonal and clinical skills.**
- 4. Computer proficient**

**Drug Free Workplace – Drug Test Required**

**Equal Employment Opportunity**