



JOB POSTING

JOB TITLE:	Medical Assistant	SUPERVISOR:	Toni Dougherty, Director, Comprehensive Care Center
DEPARTMENT:	Comprehensive Care Clinic	STATUS:	Non-Exempt

JOB SUMMARY

Responsible for providing clerical, technical and clinical support to the full Comprehensive Care Center (CCC) Team within the practice and under the direction/supervision of the Medical Director and mid-level practitioners to ensure quality operations and outcomes. The Medical Assistant is part of a patient-centered, multidisciplinary team responsible for ensuring patients' optimal health care status.

EDUCATION & EXPERIENCE

- High School graduate or GED completion.
- Current California Medical Assistant certification required.
- 3 years clinical experience, with a minimum of 1 year experience with Medical Group or IPA performing back office functions preferred.
- Familiarity with pc-based applications including MS Word, Excel and Outlook required.

KNOWLEDGE, SKILLS & ABILITIES

- Proficient in the use of a computer and knowledge of various applications such as Microsoft Office.
- Must have excellent organizational skills, with the ability to ensure timelines are met, information is accurate and current, and service quality is monitored.
- Must have the ability to continually re-prioritize to meet the needs of many internal and external customers throughout the workday.
- Must be attentive to detail, accurate, thorough, and persistent in following through to completion of all activities, demonstrating initiative for identifying and resolving problems/conflicts and identifying and completing work assignments.
- Must demonstrate excellence in team work, working collaboratively with the team reach goals, solve problems, and meet established clinic and organizational objectives.
- Ability to demonstrate respect for the feelings and needs of patients, family members, team members, visitors, and others and sensitivity to their cultural, language, financial, physical, and social differences.

HOW TO APPLY

For additional information regarding our organization and specific job requirements, please visit our website: www.managedcaresystems.com

To apply for this position send your resume or application to the Human Resources Department @ hr@managedcaresystems.com or Fax to 661.716.9180

Managed Care Systems, LLC

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