



MI EXPRESS CARE
REDEFINING CARE & CONVENIENCE

Job description

As a Medical Assistant you will be responsible for providing clinical and administrative support to ensure efficient operation of the medical office. You will support doctors and patients through a variety of tasks related to patient care management, organization, and communication. The goal is to complete all activities accurately, with a high quality of care and in a timely manner.

Responsibilities:

- Interview patients and document basic medical history
- Organize and schedule appointments
- Scan and upload medical records and insurance reports
- Arrange hospital admissions and laboratory services
- Check with patients and type up patient's charts
- Assist during medical examinations
- Produce and distribute correspondence memos, letters, faxes, and forms
- Handle receivable and payable accounts and keep financial records
- Prepare and clean treatment rooms and medical instruments

Skills:

- Proven working experience as a medical assistant or medical secretary
- Knowledge of medical office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Social perceptiveness and service oriented
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office and patient management software
- Degree in medical assistance
- Benefit Conditions: Waiting period may apply

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Temperature screenings
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Hours per week:

- 20-40

Work Remotely:

- No

Ideal candidates will be:

- Dependable
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction

Job Types:

- Full-time
- Part-time
- Temporary

Benefits:

- 401(k) matching
- Free parking

Medical Specialty:

- Internal Medicine
- Primary Care
- Urgent Care

Schedule Availability:

- 10-hour shift
- 8-hour shift
- Day shift
- Monday to Friday
- Night shift
- On call
- Overtime
- Weekend and holiday availability required

Supplemental Pay:

- Signing bonus

Experience:

- Medical Office Experience: 6 months (Required)
- Vital Signs Experience: 1 year (Preferred)
- EMR Systems: 1 year (Preferred)

License/Certification:

- Certified Medical Assistant (Required)

Work Location:

- 44237 Michigan Ave., Canton, MI 48188

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