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# Medical Assistant/Scribe

*Granger Medical Clinic has an immediate opening for a Full or Part Time Medical Assistant/Scribe at our West Jordan location.*

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| **Title »** | Medical Assistant/Scribe |
| **Location »** | Granger Medical Clinic West Jordan, Utah |
| **Department »** | Specialty |
| **Employment Status »** | Non-Exempt |
| **Position Status »** | Full Time or Part Time |

## **Overview:**

Perfect opportunity for students interested in pursuing medical school or a physician assistant program. Position includes direct patient care in a clinical setting. Obtain clinical hours while working closely with physicians and physician assistants; performing intake interviews, presenting chief complaint, history of present illness and more. You’ll accompany providers during full patient exam and participate in implementing treatment plans, patient education, assisting with in-office procedures; nerve blocks, trigger point injections, therapeutic Botox treatments as well as medical scribing using advanced electronic medical record system. The experience and knowledge to be gained with a position like this is great preparation for a future career as a clinician.

## **Knowledge, Skills, and Abilities:**

* The ideal candidate will possess strong organizational skills, excellent grammar and writing skills, ability to multi-task, adapt to change and handle all patient interactions with compassion and professionalism.
* Excellent customer service skills – able to communicate courteously and effectively to patients.
* Typing / key-boarding skills, 40 wpm.
* Basic arithmetic, computer and analytical skills.
* Must be dependable, flexible, and multi-task oriented.
* Enjoy working with people, being a team player and willing to help others with tasks.
* Must be able to read, communicate and write well in English.
* Must be able to communicate professionally both verbally and in writing with physicians, clinic staff and patients.
* Additional languages helpful.

**Essential Functions and Duties:**

* Prepare in advance required information for patient visits.
* Greet, room and complete patient intake interview.
* Convey patient intake information to treating provider, accompany provider during patient exam.
* Accurately transcribe information into the chart as provider examines patient, discusses the treatment/plan of care.
* Precisely & efficiently order/schedule/authorize recommended treatments.
* Assist provider with educating patients on proposed treatment plan, procedure instructions and more.
* Assist provider with procedure visits as needed.
* Return patient phone calls in a timely manner, compassionately relaying information between provider & patient.
* Adequately document all patient interactions in electronic medical record.

## **Education and Experience:**

* Associates Degree
* Scribe experience is a plus

**Physical Requirements and Working Conditions:**

* Sedentary work, requiring lifting up to 10lbs
* Repetitive motion associated with operating a computer and other office equipment
* Inside, climate-controlled working conditions

**Benefits:**

## Paid vacation, sick leave, holidays, medical, dental, vision, FSA, Dependent Care FSA, Life, Disability, EAP, 401(k), and profit share.

## **Applying:**

* Apply by sending cover letter and resume via email to employment@grangermedical.com. In the email subject line, please only put **MAS127**. Thank you!

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