



Capital Urological Associates

2090 Jolly Rd, Suite 150, Okemos, MI 48864
Phone: 517.349.3900 - Fax: 517.349.3704

Eric Stockall, MD

Craig Nicholson, MD

EMPLOYMENT OPPORTUNITY *Medical Assistant*

General Description

Primary focus of the position is to meet and greet patients and provide accurate and complete medical history of the patient. The M.A. must also be knowledgeable in preparing a room for the patient and understanding procedures and medical tests. Must also be willing to assist in the front office.

Essential Functions of the Job

- Greet patient, show them to an examining or procedure room and take a complete medical history using EMR.
- Under the direction of the doctor or P.A., assist with or observe procedures.
- As patients are discharged, clean and prepare rooms for the next patient.
- Assist with various medical tests under the supervision of the doctors or P.A.s.
- Travel and assist at offsite clinics as scheduled.
- Bring to the attention of the R.N. any medical supplies or inventory that is running low and must be reordered.
- Prep patient charts prior to the patient's appointment.
- From time to time, assist front office with appointment scheduling and other clerical functions.
- Other duties as assigned

Experience/Background/Requirements

- High School Diploma
- GPA 3.5 or greater
- Keyboarding and data imputing
- Basic knowledge of EMR
- M.A. Certification Preferred
- Must have the ability to work well with people and to put the patient at ease.

How to Apply

Submit your resume with cover letter and salary requirements to:

Karen Houchlei
Office Manager

khouchlei@cuassoc.com

or
(517) 349-3939 fax