

Receptionist/Medical Assistant Position

We are seeking a *part-time* Receptionist/Medical Assistant *with experience* to join our Healthy You Medical P.C. Family Medicine Office. As a Receptionist/Medical Assistant, you will be responsible for providing support to Physicians and other medical professionals in our office.

Responsibilities:

- Greet Patients at the Front Desk and answer phones
- Input information into the computer, Send and Receive faxes, Create Memos/tasks for the provider, Create and respond to emails.
- Take vital signs and record medical histories
- Verify Patients' Insurance Eligibility
- Perform Phlebotomy & EKG when needed
- Assist with medical procedures
- Knowledge of medical terminology and procedures
- Excellent communication skills, both verbal and written
- Bilingual preferred (Spanish & English)
- Strong attention to detail and organizational skills
- Ability to work well in a team environment

Job Type: Part-time

Pay: \$18.00 - \$20.00 per hour

Medical specialty

- Primary Care

Schedule:

- Tuesday, Friday 10am – 4pm
- Thursday 1-7pm

Work setting:

- Medical Office

- In-person

Ability to commute/relocate:

- 2004 Grand Avenue, Baldwin NY 11510

Experience:

- Vital signs
- EMR systems
- Primary care