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Requisition 17-0014

JOB SUMMARY:

The Certified Medical Assistant primarily responsible for patient care in the clinic or ambulatory care setting. Certified Medical assistants perform administrative and clinical tasks to keep clinic operations running smoothly. Duties and responsibilities may range from but are not limited to taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. They must have HEDIS and I-Star knowledge and participation, and act under the supervision of the Vice President of Health Services. They must maintain adherence to policies, procedures and regulations of Coastal Communities Physician Network (CCPN) and participate in an interdisciplinary and inter-facility approach to achieving the mission, philosophy, and goals of BFMG.

1. High school graduation required.
2. Knowledge of computers.
3. Graduate from an accredited Medical Assistant Program
4. Certification by the California Certifying Board for Medical Assistants
5. Current CPR certification
6. One year experience in a physician's office or clinic preferred
7. Current venipuncture certification