

## Medical Assistant/Front Desk, Urgent Care New Albany

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### Job Description

PMC is hiring for full time MA/Front Office Asst at our Urgent Care facility located in New Albany.

This position will be a dual role, performing both front desk and medical assistant duties. You will be a member of a rapidly growing team in our physician-owned organization, that is patient focused and committed to providing excellent care.

### Responsibilities and Duties

#### Front Desk

- Greet patients, verify insurance, and enter data into EMR system
- Answer phones, schedule appointments, and assist with billing inquiries
- Transmit prescriptions to pharmacy
- Clerical duties, such as email, scan, copy, fax, and maintain supplies
- Adhere to HIPAA policies

#### Medical Assistant

- Obtain vital signs and clinical information, and entering data into EMR
- Administer treatments as ordered by provider
- Perform phlebotomy, EKGs and other procedures

### Qualifications and Skills

- Graduate from accredited Medical Assisting program, or equivalent experience
- Experience with office equipment (phone, computer, copier) and intermediate computer skills
- Experience with insurance verification, knowledge of medical terminology, and EMR use
- Experience in fast paced clinic environment, such as urgent care or emergency medicine
- Proficient interpersonal and customer service skills
- Moderate reading, writing, grammar, and mathematics skills
- CPR certification preferred

### Benefits:

This is a full time position and enjoys a generous benefits package that includes PTO, medical/dental/vision/life insurances, and competitive salary.

Submit resume for immediate consideration.

Local candidates only (Louisville metro and Southern Indiana areas). Relocation is not offered.

Must be available for a 12 hour shift and weekend rotation.

Job Type: Full-time