Cardiovascular Health Clinic is a fast-paced, growing heart and vascular clinic located in NW OKC, comprised of Interventional Cardiology, Vascular Surgery, and Interventional Radiology. We are seeking a Medical Assistant with both part-time and full-time options. This position may be of particular interest to recent pre-med/health professions graduates who are in a gap year. This is a great opportunity to gain experience in the medical field before applying to medical/health professions programs. The ideal candidate is highly motivated, organized, detail oriented with a strong ability to multi-task.

- Pay $17-19 Hourly
- 401K, Dental, Life, Medical, Vision for Full Time Employees
- Part-Time/Full Time Options
- Hours 8am-5pm, no weekends or holidays

**Essential Functions:**

- Welcome patients by greeting them, in person or by phone; answering or referring inquires
- Prepare patients for visit by directing and/or accompanying them to the exam room and helping them prepare for the doctor
- Support patient care delivery by helping health care providers during exam; taking electrocardiograms; disposing of contaminated supplies; authorizing drug refills as directed; calling in prescriptions to pharmacies
- Educate patients by providing medication and diet information and instructions; answering questions
- Complete records by recording patient examination, treatment and test results
- Maintain a safe, secure and healthy work environment by following and enforcing standards and procedures; complying with legal regulations
- Maintain patient confidence and protect operations by keeping patient care information confidential and in compliance with HIPAA
- Serve and protect the physician or health care provider practice by adhering to professional standards, policies and procedures, federal, state and local requirements, and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards
- Update job knowledge by participating in educations opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Enhance health care practice reputation ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
Essential Skills:
- Clerical Skills
- Phone etiquette
- Customer service skills
- Detail oriented
- Strong organizational skills
- Ability to thrive in a fast-paced environment

Requirements:
- Some experience in or basic knowledge of medical field
- BCLS certified or willingness to complete upon employment
- Schedule flexibility on clinic days

To apply, please email your cv or resume to Dallas King at dking@cvhealthclinic.com or call 405-241-3531.