

# Certified Medical Assistant

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## Job Summary

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Vacancy :

Deadline : Jan 01, 1970

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Employment Status : Full Time

Experience : 1 - <3 Years

Salary : TBD

Gender : Any

Career Level : Any

Qualification : See Job Description

## Job Description

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**Celebration Obstetrics and Gynecology** is currently seeking an experienced **Certified Medical Assistant** to join our team in **Winter Garden, FL**.

### **About Us:**

Celebration Obstetrics and Gynecology opened our doors in 1998. Our offices are located in Celebration and Davenport Florida. A high volume multiple provider private practice dedicated to Women's Health. The staff offers over 25 years of experience in the field of Obstetrics and Gynecology.

### **Job Summary:**

This position is primarily responsible for assisting in examination and treatment of Obstetric and Gynecological patients under direction of a Physician.

### **Job Responsibilities:**

- Taking patient vitals: height, weight, blood pressure and pulse ox
- Administer immunizations/injections
- Phlebotomy
- Assist with procedures such as Colpol, hysteroscopy, leeps, Cryo
- Perform common clinic screening and testing
- Interview patients: Record patients' medical history, vital statistics, or information such as test results in medical records
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean and sanitized
- Show patients to examination rooms and prepare them for the physician
- Prepare and administer medications as directed by a physician
- Check patients in/out of the clinic and schedule follow up appointments
- Perform and record vital signs in EMR software

### **Requirements**

#### **Education and Experience:**

- High School Graduate Diploma or Associate degree program in Medical Assisting
- 1 – 2 years' previous experience in obstetrics and gynecology
- CPR Certification - American Heart Association or American Red Cross
- Medical Assistant Certification

#### **Skills and Abilities:**

- Good knowledge of obstetrics and gynecology
- EMR experience is preferred, but not required
- Excellent customer service skills
- Ability to work as a team player in a positive work environment
- Ability to work in a fast-paced environment
- Ability to pay attention to detail
- Ability to communicate both in writing and verbally, Spanish Bilingual abilities a plus

#### **Compensation and Benefits:**

- Competitive market-based salary; commensurate with experience
- Comprehensive Benefits package available

#### **Equal Opportunity Employer**

If you prefer a fillable form, please [click here](#)

## Education & Experience

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## Must Have

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**Educational Requirements**

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See Job Description

**Compensation & Other Benefits**

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Competitive market-based salary; commensurate with experience, Comprehensive Benefits package available