

## **Innovative Pain Clinic Private Practice Seeks Certified Medical Assistant for Busy Practice.**

We are seeking a Full Time Medical Certified Medical Assistant to join our amazing clinical team by performing a variety of back office and patient-related tasks and ensuring smooth patient service and workflow. The work is on-site only, working a full time 10 hour per day schedule as follows:

Tuesday - 9:00 am - 7:30 pm  
Thursday - 9:00 am - 7:30 pm  
Friday - 9:00 am - 7:30 pm  
Saturday - 8:00 am - 6:30 pm

We do our best to get staff out the door and back to their families whenever we can! We work in the healthcare field where there are times when our patients take priority and may shift the timing of the clinic day and as a result, the team's schedules. We want to be up front about the importance of flexibility.

We are looking to hire immediately with on-site training. We offer a competitive wage, with a range from \$21.00 to 24.50 per hour, depending on experience and skills. We also offer supplemental pay, bonus pay and a **potential signing bonus** for the right candidate.

Benefits include: 401(k) – with match after 1 year, Health insurance, Dental insurance, Employee assistance program, Free parking, Professional Development Assistance, Flexible spending account, Uniform Allowance and Paid Time Off.

### **What we do:**

Our Bellevue Private Practice office is an interventional orthopedics and pain practice (Injections to joints, nerves, and spine), prescribing almost zero opioid medications. We are a small office with a great Physician Owner and staff, using up-to—minute technology and procedures. A lot of learning and growth opportunities are available. Check us out here: [www.jasonattaman.com](http://www.jasonattaman.com)

### **What we'll want you to bring:**

- Fun, Dynamic Personality needed for a small private practice.
- MUST be computer and tech savvy, we are a low paper organization utilizing multiple computer programs to make this happen. Because our clinic is always using the most advanced technology, you will learn many valuable advanced skills here!

### **Education:**

- High school diploma or equivalent required.

### **Experience:**

- Demonstrated experience drawing blood required.
- Strong calculation skills.
- Understanding how to operate a fluoroscopic c-arm X-ray machine a HUGE plus.
- Must be comfortable with an Apple computer platform, at least 1 year required.
- Excellent computer skills (familiarity with Mac Computers including the ability to successfully navigate between multiple applications)
- Able to communicate effectively in oral and written form in English language.
- EMR systems: 1 year experience preferred.

#### License/Certification:

- Completion of a Medical Assistant course accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES) or other recognized regional or national accreditation board; OR equivalent education/experience, required.
- Washington State Certified Medical Assistant License, preferred.
- LEGAL REQUIREMENT: Must be Washington State Medical Assistant-Certified or achieve this designation during the probationary period (90 Days). Failure to achieve and/or maintain this designation will result in separation from employment with the clinic.
- BLS Certification, preferred.

Work is classified as medium in physical requirements. Requires the ability to lift/carry 50 pounds maximum, up to 25 pounds frequently. Continuous standing, walking, bending, stretching, and reaching.

#### **What we'll want you to do:**

**Laboratory work:** Conduct technical tasks and laboratory function under supervision using established or project-specific protocols and standard operating procedures. Contribute to laboratory activities and maintenance. Maintain laboratory equipment, supplies, and schedules. Conduct work that follows established protocols and procedures. You will learn to process blood for ortho-biologic procedures. This training may require some travel to a training facility.

**Venipuncture:** You will be performing 2-6 blood draws per day. Must be well organized, detailed oriented and have a good amount of experience drawing blood. Must be good with calculations as well have great interpersonal skills.

**Procedure Set-up and C-Arm:** Understanding how to operate a fluoroscopic c-arm X-ray machine a HUGE plus. If no experience, you will be taught how to operate a one under the direct guidance of our physician. We believe in teaching all who join our team valuable advanced skills!

#### **Main General Duties:**

- Welcome and greet patients and visitors, including clinical intake of patients, while maintaining a professional, effective and organized environment and managing the flow of patients in the clinic
- Perform direct patient care procedures according to your level of education, certification, and clinic protocol, and considering needs specific to the standard of care for the patient's age
- Provide skilled assistance to physician performing patient care procedures in the clinic as well as necessary laboratory and records keeping duties.
- Provide accurate, appropriate, and culturally sensitive education to clinic patients, including regarding post procedure care and follow up.
- Ensure exam rooms are properly stocked with equipment and supplies and that medical instruments are clean and available for procedures.
- Assist physician in procedure rooms when needed, including use of ultrasound, C-Arm, and other specialized equipment.
- As a contributing team member, perform duties of other support staff as required by clinic needs.

- Because we operate as a true, cross-functional team, we'll want you to perform tasks and duties as assigned or requested by your supervisor/manager or the Physician Owner.

COVID-19 considerations: We take our staff's safety seriously. **WE DO NOT TREAT PATIENTS SICK WITH COVID.** Guests are not allowed into the clinic with patients, keeping staff interactions to a minimum. Everyone (staff included) is screened for signs and symptoms of COVID.

If you're interested in this rewarding position as an integral part of solving people's pain problems, please send cover letter and resume to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).