

## Medical Assistant

Salary – Competitive salary based on experience

Job Type – Full Time M-F

Benefits – 401K, 401K Matching, Profit Sharing, Paid Time Off, Paid Holidays Off

Job Description – Snake River Dermatology is looking for a friendly, personable and dependable certified Medical Assistant to join our office. Certification as a medical assistant is required. Scheduling is Mon-Fri 8am-5pm.

### Requirements

- Must have certification in Medical Assisting
- Excellent computer and typing skills
- Experience with Electronic Health Record
- Excellent verbal and written communication skills
- Must be extremely reliable
- Must be professional with a positive attitude
- Must have excellent time management skills
- Must have a strong work ethic with the ability to work in a team setting

### Responsibilities

- Maintain clean and well stocked exam/surgical rooms with necessary supplies
- Room patients and prepare for examination and/or treatment
- Review and record patient medical history
- Scribe
- Assist provider in minor surgical procedures
- Assist with scheduling patients
- Obtain medication and procedure prior authorizations
- Sterilize instruments
- Assist with supply management

Please email Resume to [office@snakeriverdermatology.com](mailto:office@snakeriverdermatology.com)