

MEDICAL UNIVERSITY



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OBGYN Medical Office Assistant

Assists physicians in examination and treatment of patients, performing a variety of delegated duties.

- 📍 Location: Syracuse
- 🏢 Category: Allied Health
- 🕒 Employment Type: Full-time
- 📅 Opening on: Jun 10 2024
- 👥 Department: Obstetrics & Gynecology
- 🏢 Employer: MedBest
- 📄 Payroll Title: Medical Office Assistant, G3
- * Job Number: 81104
- * Bargaining Unit: N/A

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Job Summary: Assists physicians in examination and treatment of patients, performing a variety of delegated duties. Duties typically include preparation of treatment rooms for examination of

patients, interviewing patients, measuring and recording vital signs, and cleaning and sterilizing instruments. May also inventory and order medical supplies, materials, and perform routine laboratory tests. Clerical duties may include scheduling appointments, maintaining medical records and completing insurance forms.

Minimum Qualifications:

Completion of an approved Medical Assistant or Medical Office Assistant program or one year experience directly related to the medical field; Current BLS certification through the American Heart Association or the American Red Cross; excellent interpersonal and organizational skills required.

Preferred Qualifications:

Work Days:

Monday-Friday 8am - 430pm

Message to Applicants:

G3: \$16.00 - \$25.88

Please note the salary information shown is a general guideline only. Salaries are based upon candidate skills, experience, and qualifications, as well as internal equity, market and business considerations.

Recruitment Office:

MedBest Medical Management

We are an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or disability or other protected classes under State and Federal law.

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