

Registered Medical Assistant (RMA)

Job Type: Full-time

Location: Must be willing to travel to all 12 clinics.

Days: Monday-Friday. No Weekends.

Hours: Hours vary, but typically our hours of operation are anytime between 7am -5:30pm

Requirements: Busy specialty clinic needs solid Medical Assistants to work front & back office because they play an important role in the clinical setting.

- Must have reliable transportation.
- Previous medical experience preferred or certified RMA.
- BLS Certification (Preferred)
- Certified Medical Assistant (Preferred)
- Candidates need to have an outgoing and friendly personality, professional image, strong attention to detail, and computer literacy.
- Keep patient, physician, and practice information in the strictest confidence.
- Arrive to clinic 30 minutes prior to first scheduled patient.

Primary Job Functions:

- Enter and update patient's Insurance Information.
- Prepare charts.
- Filing and scanning in a timely manner (within 1 day) into EMR
- Collect co-pays and account balances.
- Log payments and end of day report
- Petty cash and log sheet
- Appointment Reminder calls
- Answer and return phone calls in a timely manner.
- Patient Paperwork is complete, in the chart and up to date.
- Make medical record request with Administrative Services.
- Taking inventory and notifying Administrative Services of needed Front Office supplies
- Perform other duties as given.
- Check fax, direct phone extension and health fusion messages hourly and respond in a timely manner.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off

- Professional development assistance
- Tuition reimbursement
- Vision insurance

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<https://www.indeed.com/jobs?q=next%20step%20foot%20and%20ankle%20center&l&jk=ccd24e412f06a9e5>