



Certified Medical Assistant (Full-Time)

Oracle Heart & Vascular is looking for a Certified Medical Assistant that is service minded and will possess a strong focus on clinical excellence and patient experience. The successful candidate will function collaboratively within a multidisciplinary team who fosters a positive work environment. Our registered nurse manager and medical assistants are readily available, however, this opportunity allows for the utilization of your own analysis, decision making, and good judgement in order to facilitate superior care to each patient.

RESPONSIBILITIES:

- Validate accurate chart prep before patient visit
- Utilize clinical skill and judgement to verify patient's medical/social history, risk factors, medications, and confirm purpose of visit
- Follows established medical assistant's clinical protocols based on patient diagnosis or procedure in order to prepare patient for examination
- Obtain vital signs and perform preliminary physical tests
- Protect and maintain patient confidentiality over all medical information
- Perform routine duties using computer applications to schedule appointments, update medical records and some handle billing requirements
- Explain treatment procedures and instruct patients about medication and special diets as appropriate
- Maintain a safe, secure, and healthy work environment by following our standards and procedures

QUALIFICATIONS:

- High school diploma or GED required or previous MA experience (cardiology experience a plus)
- Medical Assistant diploma (CMA)
- Demonstrated critical thinking ability in order to resolve problems and carry out instructions.
- Ability to multi task and manage tasks in a timely fashion
- Excellent verbal communication skills in an effective, clear, calm, compassionate and professional manner
- Demonstrates a high sense of urgency at all times
- Ability to effectively communicate to all internal and external customers

Our dynamic team of specialists and associates have been serving the Fredericksburg and surrounding area since 2010. We have 8 providers and deliver a full spectrum of invasive and non-invasive cardiovascular services.

Please send your qualifications and interests to KSpring@OracleHeartVA.com.