



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 multitask 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 Darcie at DArmstrong@OracleHeartVA.com.