

# Certified Medical Assistant

Willamette Family Medical Center (WFMC) is a 501(c) (3) non-profit medical clinic in Salem, OR. We are dedicated to providing quality healthcare services and education to all patients regardless of language and financial barriers. We are a family practice and certified Tier-3 Patient Centered Primary Care Home. We care for the underserved adult, children and prenatal populations.

Our CMAs provide exceptional patient care to our underserved patient population. We are seeking **an experienced certified medical assistant** to join our team! This position is **full-time** with benefits. We are open Monday to Friday from 8AM – 5PM and have late clinics from 5PM – 7:30PM Monday to Friday.

Purpose: CMAs will be responsible for patient care under the direction of a physician or licensed health care provider. CMAs will also assist in other clinical responsibilities as needed.

## **Qualifications:**

1. Education: Minimum of high school graduate/equivalent certification or higher
2. Experience: Minimum of 2 years previous clinical experience (front and back office)
3. **Required Training:** CMA training

## **Preference is given to:**

- Bilingual in English, Spanish and/or Russian
- Triage experience

## **Primary Duties and Responsibilities (additional duties may be included):**

- Room patients, obtain vitals, patient history and reason for medical visits
- Process and document telephone messages
- Work with healthcare providers and support staff to ensure quality health care is being provided
- Maintain patient confidentiality and patient records
- Follow all medical and prescription protocols
- Accurate and Timely Documentation of patient visits and additional services in Electronic Health Record System (NextGen EHR)

Other duties may include (but not limited to):

- Call Center/Reception duties of scheduling appointments, triage and screening calls
- Perform wound care and sterilization of instruments
- Patient education

## **Our ideal candidate:**

- Can demonstrate strong communication and interpersonal skills with patients and coworkers
- Strong working knowledge of medical and drug terminology
- Has NextGen or comparable EHR experience
- Is self-motivated and can handle multiple tasks at a time
- Is detail-oriented and organized with excellent time management skills

**Our best employees are:** Compassionate, customer service oriented, dependable, detail-oriented, empathetic, and are flexible team players with strong communication skills.

Location: Salem, OR

Compensation: Depends on Experience

Website: [www.wfamilymed.org](http://www.wfamilymed.org)