
Certified Medical Assistant – Salem, OR

WFMC Health is a 501(c) (3) non-profit healthcare clinic located in Salem, Oregon. We are dedicated to providing high quality medical and behavioral healthcare services to all patients regardless of language and financial barriers. We are a family practice certified by the State of Oregon as a Tier-5 Patient Centered Primary Care Home.

Our CMAs provide exceptional and compassionate patient care. We are seeking an experienced certified medical assistant to join our team! This position is full-time and includes healthcare and retirement benefits. We are open Monday to Friday from 8AM – 5PM and have late clinics from 5PM – 7:30PM Monday to Friday. Saturday hours are from 8:30am-2:30pm.

CMAs are responsible for a broad range of patient care under the direct supervision of a physician or licensed health care provider. CMAs also assist with other clinical responsibilities on an as needed basis.

Qualifications:

1. Education: Minimum of high school graduate or equivalent certification
3. Required Training: CMA training and certification

Preferred Qualifications:

- Bilingual in English, Spanish and/or Russian
- Triage experience
- Previous clinical experience (front and back office)

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 high quality patient care
- Maintain confidentiality of all patient healthcare 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.