

Certified Medical Assistant (CMA)

This position is currently eligible for a \$5,000 sign-on bonus! Adair County Health System is hiring a Certified Medical Assistant (CMA) to work in our urgent care clinic. This is a great opportunity to work with our caring and experienced providers who serve our communities by providing high quality care close to home. In this position you will have the opportunity to do the following:

- Room patients, collect patient data & vital signs, perform basic laboratory testing.
- Assist physicians and mid-level providers with care, including appropriate procedures, exams and/or operation of diagnostic equipment
- Reports results and pertinent information to patients and healthcare team members.
- Maintain appropriate patient record documentation of assessment, care, instructions given, telephone conversations, medication refills, etc.
- Assist with maintaining inventory of lab and nursing supplies and stocking exam rooms.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Current certification as CMA or licensure as an LPN issued by the State of Iowa.
- Previous clinic/physician office experience preferred but we are willing to train someone new to the field with a strong desire to learn and serve the patients in our communities.
- Hours: 8am – 6pm Tuesday – Friday, with a rotation of Saturdays 8 – Noon.