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## **Certified Medical Assistant opening**

### **Job Description**

Six physician OB-GYN office located in West Omaha has a full-time clinical staff opening.

Requirements:

- Taking patient history and blood pressure.
  - Drawing blood for various tests.
  - Administering and documenting injections.
  - Assisting physicians during exams
  - Prepare, clean and sterilize instruments and maintain equipment
  - Keep patient exam rooms stocked, clean and orderly
  - Dispose of contaminated items according to protocol.
  - Accurate and thorough documentation in patient's medical record
  - Communicate with patient regarding test results and plan of care by phone, patient portal or mail as directed by physician.
  - Experience with electronic medical records and understanding of medical terminology.
  - Miscellaneous other tasks as assigned
  - Professional, team player
- Experience in medical clinic preferred.

We offer a competitive salary and an excellent benefits package including medical, vision, dental and disability insurance, paid time off and 401(k) Profit Sharing Plan. We close at 3:00 pm on Fridays!

Job Type: Full-time