



Established in 1969, Clinton Medical Clinic has a well-established history of providing comprehensive care to the residents of Sampson and surrounding counties. Clinton Medical Clinic has nine (9) primary care physicians five (7) advance practice providers and offers a full range of services to our patients, including in-house CT Scan, Nuclear Stress testing, Bone Density, X-Ray and Diagnostic Ultrasound. Our office is located in Clinton, North Carolina.

We offer a full benefit package including medical, dental, disability, a generous paid time off policy, life and 401(K) for full-time employees.

Job Title: Medical Assistant- Certified (CMA)

Duties:

- Obtains medical history and vital signs
- Reviews and updates allergies, medications, immunizations, and medical history with patient
- Explains tests and procedures to patients and families
- Checks and restocks treatment rooms with necessary supplies
- Properly cleans and sterilizes equipment and prepares surgical trays as indicated by the physician
- Observes, records and reports patient's condition and reaction to drugs and treatments
- Assists provider with office and surgical procedures
- Performs intramuscular and subcutaneous injections when required and if trained
- Report lab results to patients and follow through with any provider instructions to patients for follow up or change in medication, including scheduling appointments
- Obtains pre-certifications for tests, procedures, treatments and hospitalizations as needed
- Schedule and arrange referrals and testing for patients, as directed by the provider
- Maintains confidentiality of patient information according to federal guidelines and regulations
- Participation in regular patient care team meetings to improve care coordinating, quality and safety.
- Performs other miscellaneous job-related duties as assigned

Work Schedule: Monday-Friday 8:00 am to 5:00 pm, Occasional weekend

Qualifications:

- High School Diploma or equivalent required
- Completion (or near completion) of a Certified Medical Assistant program

Instructions:

Please submit application, resume and cover letter to contactus@clinton-med.com. Applications can be found at www.clinton-med.com

Phone: (910) 592-6011
Fax: (910) 592-0819

www.clinton-med.com

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