



Infinite Health Integrative Medicine Center

JOB DESCRIPTION: MEDICAL ASSISTANT

Infinite Health Integrative Medicine Center is an elite precision-medicine practice with a niche focus on health optimization and longevity. We are always pushing the limits on bringing the newest and best integrative and regenerative modalities to our community. Our patient-partners require the best in service and results, and when it comes to our team, so do we.

We have an immediate opening for an experienced, team-oriented Medical Assistant who can hit the ground running in our busy and progressive practice.

This position requires great interpersonal skills, providing each patient an unparalleled, and professional patient service experience. In addition, the ideal candidate will be dependable, trustworthy, highly organized and have a keen attention to detail.

Responsibilities include, but may not be limited to:

- Upholding the vision, mission and purpose of the company
- Taking and recording patient vitals
- Scribing notes in the EHR during patient visit as physician directed
- Administering injections as directed
- Remitting scripts as directed
- Managing and tracking clinical supply inventories, and assisting administration in ensuring requisite supplies are requested
- Educating patients on service offerings and benefits
- Assisting in retail product distribution
- Requesting prior authorizations as needed
- Assisting in the growth and development of the clinical support team
- All other tasks as assigned

This is a long-term career profession with exponential growth opportunity for the right candidate who is willing to step up to the plate and shine.

EDUCATION:

- High School Diploma or GED required with some college preferred
- Medical Assistant Certificate Required

EXPERIENCE:

Previous Out-Patient Medical Assistant Experience Preferred

Starting Wage: \$15.00 per hour

Hours: Mondays - Thursdays 8:30 – 4:30