

TEAM MEMBER: MEDICAL ASSISTANT

Healthy Wings Family & Psychiatric Healthcare in Tempe, AZ has a *fantabulous* opportunity for a Medical Assistant, Part-Time (27-35 hours) with the potential for Full-Time (36-45 hours) – The work week includes daytime hours on Mondays, Tuesdays, Wednesdays, three Thursdays per month, and one Saturday per month.

As a Medical Assistant for Healthy Wings, you will:

- Support the Practice by providing exceptional customer service and cultivate relationships with other providers and vendors;
- Use various computer applications;
- Answer the telephones;
- Schedule new and established patient appointments to maximize clinician productivity and ensure customer satisfaction;
- Track follow up appointments and/or procedures;
- Answer and direct inquiries from patients, healthcare providers, referral sources, payors, vendors, and co-workers in order to provide timely and accurate responses;
- Obtain and enter accurate patient demographic data, billing, and insurance information in order to maintain current and accurate information in patient files and the Practice's billing system;
- Verify insurance eligibility and patient benefits to optimize reimbursements and enhance customer satisfaction;
- File, fax, photocopy, scan, prepare correspondence and forms, as well as prepare items for mailing;
- Room patients after obtaining patients' Vital Signs (including but not limited to weight, height, blood pressure, oxygen saturation, temperature, and heart and respiration rates) ensure their comfort and preparedness for examination and/or procedures;
- Explain treatment procedures, as directed;
- Assist clinicians with examinations, procedures, and/or other tasks throughout the day;
- Collect and prepare laboratory specimens for basic lab tests, dispose of contaminated supplies, and sterilize medical instruments;
- Prepare and administer medications, as directed;
- Perform venipuncture, as directed, using best practices in phlebotomy and infection control;
- Manage credit and collection activities on past due accounts and participate in all collection activities of problem accounts;
- Complete all required commercial insurance, Medicare, and Medicaid forms requested in a timely manner, i.e., Prior Authorizations, Medical Records Requests;
- Verify and assure Practice Chart Audits are completed and signed, and assure patient progress notes are entered according to Practice policies;
- Assist in Practice's daily, weekly, monthly, and/or as needed audits;
- Maintain a clean and orderly office and work environment; and
- Other projects that may be assigned to promote the growth and development of the Company.

Qualifications:

- A minimum of one (1) year of previous job-related experience; (mature, enthusiastic, and moldable New Grads may be considered.)
- Completed Medical Assistant Program at an accredited secondary institution;
- High school diploma or equivalent;
- Self-starter with ability to work independently with minimum supervision;
- Excellent people skills with the ability to calmly manage stressful situations;
- Possess a strong work ethic and high integrity;
- Ability to accurately record information with attention to details;
- Ability to multi-task while maintaining a commitment to details, professionalism, confidentiality, and customer service;
- Strong knowledge of medical terminology and human anatomy;
- Effective communication skills for accurate, concise, and organized verbal and written communication;
- Ability to operate a Microsoft-based computer, Electronic Medical Records system, Word, Excel, Gmail, and Outlook with proficiency with the ability to learn and adapt to systems and procedures quickly after training;
- Ability to work effectively as a team member as well as work effectively with clinicians, students, and patients;
- Ability to work legally within the U.S.;
- Excellent and proficient Phlebotomy Skills;
- Bilingual: Spanish, preferred; but not required;
- Must be a non-smoker, punctual, have reliable transportation, stable home-life, be free of communicable disease(s), i.e., Tuberculosis, and able to pass a pre-employment background check, urine drug screening as well as random urine drug screenings; and
- A Certified Medical Assistant or Registered Medical Assistant is preferred.
- Salary: BOE.

Visit the Help Wanted page at www.HealthyWingsLLC.com/help-wanted for an Employment Application and email the completed Application with your Resume to MedicalRecords@HealthyWingsLLC.com.

Healthy Wings, LLC is an equal opportunity employer.

Following Our Instructions will Get You Noticed!

Please no TELEPHONE calls.

Please, no SOLICATIONS calls or emails.