



## **THE FREE MEDICAL CLINIC OF GREATER CLEVELAND**

12201 Euclid Avenue ♦ Cleveland, Ohio 44106 ♦ Phone: (216) 721-4010 ♦ Fax: (216) 707-3530 ♦ [www.thefreeclinic.org](http://www.thefreeclinic.org)

### **Medical Assistant**

**Full Time:** 40 hours per week  
**Salary:** Commensurate with skills and experience

**ROLE:** Assists with a variety of clinic functions to help ensure that the clinic operates smoothly.

**QUALIFICATIONS: Required:** Current Medical Assistant certification, with certification in Phlebotomy. One or more years work experience in a medical setting. Ability to work effectively in an alternative service system. Excellent organizational, oral and written communication skills.

#### **AREAS OF RESPONSIBILITY:**

- 1) **Clinic Flow Expediting:** Provides general clinic support for all clinics as needed and available, including but not limited to: Preparation of lab forms and other paperwork; preparation of patients for examinations; chaperoning exams; assists with referrals, schedules appointments, makes reminder calls, and assists with patient follow-up duties. Assists with medical history taking, phlebotomy and other lab back up as needed, and discharge of all patients.
- 2) **Reception/Intake and Clinic Preparation:** Assists with patient sign-in including vital signs, pulls charts, prepares charts for appointment check-in, and oversees clinic check-in process (including walk-ins).
- 3) **Clinic Support:** Clean and stock exam rooms with appropriate supplies. Performs EKG's, expedites all patient services from intake through discharge. Assist with reimbursement medical assistant services for all eligible patients. Oversees and helps with training of volunteers and medical assistant students.
- 4) **Other duties:** Attends department and all-staff meetings as schedule permits. Contributes to departmental and organizational decision-making through active participation in the process. Works effectively and positively with co-workers and volunteers. Other duties, as assigned by supervisor.

**Submit Resume by July 9, 2010 to:**

**Jolynda Gibbs, HR Manager, [jgibbs@thefreeclinic.org](mailto:jgibbs@thefreeclinic.org)**

**The Free Medical Clinic is an Equal Opportunity Employer & service provider**