

Certified Medical Assistant

Bigfork Valley Health Specialty Clinic/ \$19.86-\$29.17 / Parti-Time

258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full & Part-time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given
- Shift Differential

Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given
- Shift Differential

Job Summary

- The Certified Medical Assistant (CMA) supports providers and RNs in delivering patient care. Responsibilities include rooming patients, recording vital signs, and obtaining medical histories. The CMA is responsible to perform administrative tasks including, but not limited to scheduling appointments, processing referrals, and gathering pertinent health data. The CMA assists with tests and treatments and, under provider direction, may administer injections. Additional duties include cleaning, organizing, and restocking exam rooms. This role involves caring for patients of all ages across various specialty services while upholding the organization's standards of care, mission, vision, and values.
- Greet and escort patients to examination rooms, ensuring they are comfortable and prepared for their visit.
- Accurately document patient medical history, current medications, allergies, and chief complaints.
- Measure and record vital signs, including blood pressure, pulse, temperature, pulse oximetry, and respiration rate.
- Ensure patients are appropriately positioned and prepared before medical procedures.
- Assisting in setting up procedures.
- Support healthcare providers with examinations, procedures, and treatments as directed.

Job Summary *continued*

- Change wound dressings, apply bandages, and ensure proper wound care per provider instructions.
- Remove sutures and staples safely while ensuring patient comfort.
- Ability to be standing for long periods of time.
- Follow strict infection control protocols to maintain a clean and safe clinical environment.
- Surgical dressing changes.
- Accurately prepare injections under the supervision of a licensed provider.
- Maintain accurate and timely documentation of patient care in electronic medical records (EMR) systems.
- Communicate effectively with patients, providers, and the healthcare team to ensure seamless coordination of care.
- Efficiently handle multiple responsibilities while maintaining high-quality patient care.
- Adhere to HIPAA regulations and safeguard sensitive patient information.
- Utilize electronic medical records and other software for data entry, scheduling, and documentation.
- All other duties as assigned.

About the Position

- Part-Time
- Days
- No weekends
- On-Site at Bigfork Valley

Qualifications

- Current registration or certification as a Medical Assistant OR Verifiable completion of a Medical Assistant Program and must become certified within one year of the date of hire. (Must pass certification within two attempts.) Healthcare experience preferred.
- Basic Cardiac Life Support (BCLS) certified, or able to obtain within 3 months of hire.
- Certified Medical Assistant required within one year. BLS required within three months.

*The hourly wage for this position is \$19.86/hour to \$29.17/hour, with a median wage of \$24.52/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability