

MEDICAL ASSISTANT



RESPONSIBILITIES

The **Medical Assistant (MA)** assists the provider by performing basic patient care duties including, but not limited to, obtaining vital signs, weighing patients, and collecting specimens and clerical duties as needed.

WHAT YOU WILL DO

- Assists physician with patient assessment, examinations and treatment.
- Documents patient care observations and activities according to professional standards and procedures
- Sets up for various procedures and assists physicians with procedures as needed

JOB QUALIFICATIONS

- **Graduate of a medical assistant program or completion of academic programs** in advanced medical skills such as EMT, EMT-P, LPN, or a Military Medical Corpsman training course and/or current enrollment in nursing program, and/or 2-3 years of previous medical office experience
- Obtain **Nationally recognized Medical Assistant Certification** preferred.
- Self- Motivated, independent, organized, able to prioritize work
- Exceptional customer service skills. Must be able to work as a member of a team

TRINITY HEALTH'S COMMITMENT TO DIVERSITY AND INCLUSION

Trinity Health employs about 133,000 colleagues at dozens of hospitals and hundreds of health centers in 22 states. Because we serve diverse populations, our colleagues are trained to recognize the cultural beliefs, values, traditions, language preferences, and health practices of the communities that we serve and to apply that knowledge to produce positive health outcomes. We also recognize that each of us has a different way of thinking and perceiving our world and that these differences often lead to innovative solutions.

Trinity Health's dedication to diversity includes a unified workforce (through training and education, recruitment, retention and development), commitment and accountability, communication, community partnerships, and supplier diversity.

For more information, please visit [mountcarmelhealth.com](https://www.mountcarmelhealth.com).