Canton Pediatrics Inc.

4900 Frank Rd NW

North Canton, Ohio

330-494-9797

**Date posted:** August 28, 2025

**Pay:** $16.00 - $20.00 per hour

**Job description:**

Job Overview  
We are seeking a dedicated and skilled Medical Assistant to join our healthcare team. The ideal candidate will play a crucial role in providing exceptional patient care and administrative support within our medical facility. This position requires a strong understanding of medical terminology, patient service, and the ability to work effectively in both outpatient and inpatient settings. The Medical Assistant will assist with various clinical tasks, ensuring the highest standards of care for our patients.

Duties

* Perform patient intake, including gathering medical history and vital signs
* Assist healthcare providers during examinations and procedures
* Administer vaccines
* Maintain accurate patient records using EHR systems, ensuring compliance with medical terminology standards
* Conduct basic life support procedures when necessary
* Collaborate with healthcare teams to provide comprehensive patient care in outpatient settings.
* Understand anatomy and physiology to assist in patient assessments effectively
* Utilize ICD coding for accurate documentation of diagnoses

Qualifications

* Previous experience in a medical setting preferred.
* Knowledge of medical administrative support functions and patient service excellence
* Familiarity with basic life support certification and medication administration protocols
* Proficiency in EHR systems and understanding of medical terminology is essential
* Strong communication skills with the ability to interact compassionately with patients from diverse backgrounds
* Experience in geriatrics, internal medicine, medical-surgical units, PICU, OR experience, or emergency medicine is advantageous
* Ability to work collaboratively within a team-oriented environment while always maintaining professionalism

Join us in making a difference in the lives of our patients by providing high-quality care as a Medical Assistant. Your expertise will contribute significantly to our mission of delivering exceptional healthcare services.

Job Type: Full-time

Benefits:

* 401(k) matching
* Dental insurance
* Health insurance
* On-the-job training
* Paid time off
* Vision insurance

Work Location: In person

Please email Resume’s: lisa@cantonpeds.com