

Current Open MA Position as of 6/5/26

Company: Neck Back and Knee Center

Address: 7560 US Hwy 42, Florence, KY 41042

Hours: Mon – Thurs 8:00am – 6:30pm. No Fridays or Weekends!

Pay: \$18.00 - \$20.00 per hour

Contact: Email your resume to Hannah at hannah.napier.nbk@gmail.com or call 513-394-6364

Job Summary

We are seeking a confident, proactive MA who enjoys taking ownership, solving problems, and helping drive clinic success. The ideal candidate is highly organized, accountable, and motivated by achieving goals while delivering exceptional patient care. Leadership potential and a strong sense of initiative are essential for this role.

Duties

- Assist Nurse Practitioners with patient examinations and procedures.
- Perform routine clinical tasks such as taking vital signs and preparing patients for exams.
- Manage patient records and ensure accurate documentation in electronic health systems.
- Coordinate patient appointments and follow-up visits to enhance care continuity.
- Support the team in maintaining a clean and organized clinic environment.
- Educate patients on treatment plans and answer any questions regarding their care.

Qualifications

- Current MA certification.
- CPR/BLS certification preferred.
- Previous healthcare experience preferred.
- Experience in chiropractic, physical medicine, rehabilitation, orthopedic, or integrated healthcare settings is a plus.
- Strong communication, organizational, and problem-solving skills.

Success Measures

- Patient satisfaction and experience.
- Treatment plan compliance.
- Patient retention and wellness conversions.

- Documentation accuracy.
- Clinic efficiency and patient flow.
- Teamwork and leadership contribution.

Benefits:

- 3-day weekend every week because of the Mon-Thurs schedule
- Paid time off
- Holiday pay
- Health Insurance is not offered to employees at this company

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