



JOB OPPORTUNITY

MEDICAL ASSISTANT

1 – Full-time, 1 FTE

Casual

CLINICS

***External applicants may apply at www.hillsdalehospital.com.
Current employees may submit a written request to the Human Resources Department.***

Requirements

- High school diploma or equivalent
- Must possess current Michigan Medical Assistant certification
- BLS certification (available through Hillsdale Hospital)
- Assist physician or PA with data collection and procedures; perform dressing changes, immunizations, CLIA approved laboratory testing, collect specimens
- Document medical record data accurately and timely
- Maintain and prepare office for daily activities; order and stock supplies
- Maintain professional appearance by wearing attire determined appropriate by departmental guidelines
- Must be committed to Service Excellence and embrace Vision, Mission, values and culture of Hillsdale Hospital
- Must be flexible, dependable, responsible and a team player with favorable attendance record
- Must maintain confidentiality

Posted: 1.22.2018

Take Down: 2.2.2018 (May remain posted longer)