



HealthSource of Ohio is seeking to hire a Medical Assistant III who is passionate about providing quality healthcare to our patients and communities. We are looking for Friendly, Accessible, Credible individuals to join a great team.

**Responsibilities:**

- Ability to communicate effectively with patients, clinicians and co-workers.
- Assists manager in coordinating clinical staff and work assignments for coverage. Trains new clinical staff and may assume responsibility of daily office operations in the absence of the Practice Coordinator or Practice Manager. Willingly provides coverage or finds alternative coverage in the event of vacations or open positions. Delegates tasks as necessary to provide balance and avoid uneven distribution of work in the office. Manages Orders Management.
- Trained as and acts as Super user for Electronic Medical Record. Facilitates training and support of new clinicians and staff.
- Rooms patients and obtains pre visit information in a timely and accurate manner. Is trained in the operation of standard office equipment and medical office software. Provides proper care and maintenance of medical equipment and instruments. Competently assists providers in clinical procedures and performs clinical tasks as needed. Prepares and maintains clean, fully supplied exam rooms.

**Qualifications:**

- Highschool diploma & completion of an MA program required
- CMA/RMA required
- 5-7 years MA experience required

HealthSource of Ohio is an Equal Opportunity/Affirmative Action Employer:  
Minority/Female/Disabled/Veteran

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	