



**Advantage IR, LLC  
Medical Assistant/Scrub Tech**

<b>Title:</b>	Medical Assistant/Scrub Tech
<b>Reporting to:</b>	Director of Nursing
<b>Employee Classification:</b>	Non-Exempt, Full-Time
<b>Certifications/Education Requirements:</b>	
<ul style="list-style-type: none"> <li>• High school diploma or equivalency (GED)</li> <li>• MA certification or equivalency of certification and experience</li> <li>• Surgical Technologist Training</li> <li>• BLS</li> </ul>	
<b>Physical Requirements:</b>	
<ul style="list-style-type: none"> <li>• Prolonged periods sitting at a desk and working on a computer</li> <li>• Prolonged period of standing and bending</li> <li>• Must be able to lift up to 15 pounds at a time</li> </ul>	
<b>Overview:</b>	
<p>As a Medical Assistant/Scrub Tech, you will be responsible for providing administrative support to ensure efficient operation of the medical office. You will support doctors and patients through a variety of tasks related to patient care management, organization, and communication, including preparation and inventory of the equipment, instruments, and supplies for procedures. You will also be responsible for the assistance and scribing during procedures.</p>	
<b>Job Requirements:</b>	
<ul style="list-style-type: none"> <li>• Medical Assistant Certification preferred</li> <li>• Proven working experience as both a Medical Assistant and a Scrub Technologist</li> <li>• 1+ years' experience in a medical office environment</li> <li>• Speaks Spanish fluently preferred, but not required</li> <li>• Excellent knowledge of medical office management systems and procedures</li> <li>• Strong organizational and planning skills, keen eye for detail with proven ability to handle multiple tasks in a fast-paced environment and prioritize accordingly</li> <li>• Strong social perceptiveness and service-oriented demeanor</li> <li>• Excellent time management</li> <li>• Possess strong verbal and written communication skills along with superior problem-solving skills</li> <li>• Be self-motivated and have a strong work ethic and sense of confidentiality</li> <li>• Computer proficiency including Microsoft Office and patient management/scheduling software including familiarity with EMR</li> </ul>	
<b>Job Duties/Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Prepares equipment, instruments, supplies, and procedure room</li> </ul>	



- Assists team with prepping for procedures
- Maintains inventory of sterile supplies
- Evaluate patients and document basic medical history
- Obtain vital signs
- Perform phlebotomy services and basic laboratory tests
- Organize and schedule appointments
- Arrange clinic/procedure admissions and laboratory services
- Update and file medical records and insurance reports
- Check in with patients and type up patient charts
- Prepare patients for examination
- Assist during medical examinations or procedures
- Provide patients with support and guidance as needed
- Produce and distribute correspondence, memos, letters, faxes, and forms
- Prepare and clean treatment rooms and medical instruments
- Any other jobs or related tasks as assigned

\*\*This summary describes the general nature of work to be performed and is not an exhaustive list of all responsibilities, duties and skills required of an incumbent in this position.\*\*

We are an equal opportunity employer (EEO) and affords equal opportunity to all associates and applicants without regard to race, color, religion, national origin, citizenship, gender identity, sexual orientation, age, physical or mental disability, veteran status, genetic data, or other legally protected status.