



## Medical Assistant WANTED

**Location:** Hazleton PA  
**Compensation:** \$15.00 per hour  
**Status:** Part-Time

**Job Description:** Responsible for assisting the Clinics Director and Clinicians with the managing of the agency's STD and Title X clinics. The Medical Assistant will also be responsible for performing phlebotomy and assisting with billing/coding duties.

### Essential Duties and Responsibilities:

1. Performs duties related to agency's Electronic Health Record, Practice Management System, insurance billing, laboratory services
2. Verifies patient information by interviewing patient, recording medical history; confirming purpose of visit
3. Prepare patients for examination by performing preliminary physical tests.
4. Secures patient information and maintains patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; keeps patient information confidential
5. Maintains safe, secure, and healthy work environment by following policies/procedures/standards; complying with HIPAA and Act 148 (59).
6. Prepare clinic testing samples, (i.e., blood or urine samples) for submissions to the lab including, but not limited to, spinning samples in the centrifuge, properly packing supplies in mailing boxes, ensuring that testing samples are safely transported to appropriate shipping facility and sent to the lab

### Education and/or Experience Requirements:

- Medical Assisting or Nursing degree from an accredited college or university
- 1-3 years' experience in phlebotomy
- 1-3 years' experience in medical billing/coding
- CPR and/or BLS certified
- Ability to read, write and communicate in Spanish preferred, but not required

### Clinical Skills

- Ability to maintain effective and organized systems to ensure timely patient flow
- Ability to perform phlebotomy and administer injections
- Knowledge of medical terminology and EHR data entry

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit resume and cover letter to:

Caring Communities  
Attn: Executive Director  
67-69 Public Square, Suite 508  
Wilkes Barre PA 18701 or [help@caringcommunitiespa.org](mailto:help@caringcommunitiespa.org)

### NO CALLS OR VISITS PLEASE!

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