

AbortionClinics.Org, Incorporated (ACOIncorporated)

10401 Old Georgetown Road, Suite #104, Maryland 20814

402-510-7419, email lee@carerepro.org

Medical Assistant Job Description

Full and part-time positions immediately available.

ACOIncorporated d/b/a **CARE** – Clinics for Abortion and Reproductive Excellence is searching for full and part time Medical Assistants to join our growing team of medical professionals. Your duties will include recording patients' medical histories, entering information into computer databases, performing check in vital signs, administering diagnostic tests, and assisting the professional staff. You will also assist with all trimester abortion procedures.

As an ACOIncorporated - CARE Medical Assistant, you will need to be accountable, well-organized and able to optimize the patient's experience throughout their care. We also value and provide continued education and we hope our Medical Assistants will strive to obtain certifications regarding medical terminology and procedures to assist Doctors and Nurses as best they can. Medical Assistants should also have a calm and personable nature that helps patients feel comfortable and relaxed before, during and after their appointment. You will also need to demonstrate excellent interpersonal communication skills, allowing you to effectively speak with patients, their families, Doctors, Nurses, and other healthcare professionals: and in addition, as a part of the CARE Team you will assure every patient is treated with Kindness, Courtesy, Justice, Love, and Respect.

Medical Assistants Responsibilities:

- All Medical Assistants at ACOI - CARE perform and function in all front and back-office areas.
- Making appointments.
- Document vital signs and patient observations.
- Recording patients' medical histories and symptoms.
- Assisting with patient care plans.
- Administering, and analyzing diagnostic tests.
- Maintaining, and operating medical equipment.
- Administering medicine and other treatments.
- Detecting changes in patients' health and notifying licensed staff, as needed.
- Consulting with healthcare professionals and patient's families.
- Educating patients and their families to manage and prevent illness and injury.
- Provide and assist with all trimester abortions and miscarriage management.
- Assist monitoring and recovery of post abortion patients.

Medical Assistants Requirements:

- Medical Assistant Training or prior "on-the-job" training.
- Proficiency with medical instruments and equipment required to perform your work.
- Knowledge of computer-based data management programs and information systems, as well as medical records and point-of-interview technology.

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- A sound understanding of HIPAA and OSHA as well as pertinent federal and state regulations.
- Excellent verbal and written communication skills.
- Knowledge of disease prevention including sterile technique.
- Knowledge of abortion provision is desired; however, CARE is willing to train interested applicants.
- Training will be provided in all skills areas as needed.

Relocation:

- Full time positions receive relocation assistance. Residence must be located within a 20-minute drive of our facility in North Bethesda, Maryland.
- Part time positions require a minimum schedule of at least 16 hours per week.

Benefits:

- Salary range: \$20-\$28 / hour based on education, skills, and experience.
- Health, Dental and Eye Care Insurance for full time employees.
- 401-K with profit sharing.
- Paid time off.
- Paid holidays.
- Continuing Education Allowance.
- Professional Meeting Allowance.