



**Healthcare Associates in Medicine**  
Practice Tech Associate – Medical Assistant.

**Job Title:** Practice Tech Associate (Medical Assistant)      **Department:** Orthopedic or Neuroscience  
**Reports to:** Associate Director of Clinical Services

**IMPORTANT:**

Only candidates who *currently reside in or in close proximity to Staten Island* are going to be considered for the role.

**Job Summary:** Private Physician Partner Practice, located in Staten Island, NY, is seeking a full-time Medical Assistant. This is a great opportunity to learn and grow as a Medical Assistant. MUST be willing and able to commute once a week to Manhattan and New Jersey (travel reimbursement will be provided), work all shifts, occasional evening and weekend work. Prepares patients to see physicians, facilitates lab tests and paperwork as needed, and assists Clinical Services supervisors with clinical and administrative duties as directed. EOE - We offer a competitive salary including a wide range of benefits, 401k, and paid time off.

Full-time positions will be scheduled to work 42.5 hours per week. Part-time positions will be scheduled to work 24 hours per week. Days and hours of work will be determined at the time of hire. This position is located on Staten Island, NY. This full-time position will offer a competitive salary, Paid Time Off, and a full range of benefits. EOE

Please apply with a WORD type formatted resume.

**Education/ Experience:**

1. High school diploma or General Equivalency Diploma (GED) required.
2. Medical Assistant Diploma - And / Or - RMA, AMT, or AAMA Certification preferred.
3. BLS Certification.
4. Minimum of 1 year of recent experience working in a medical facility as a medical assistant and the completion of an approved program in “medical assisting” to include meaningful internships and externships.
5. Knowledgeable and comfortable using computer applications to include: practice management systems, electronic health records, and related software. Knowledgeable in Microsoft Office applications, use of email, and online systems.
6. Familiar with the regulations and requirements for OSHA and HIPAA and aware of the compliance requirements as enacted by Federal, State, and local jurisdictions.
7. Understands suitable and appropriate appearance demonstrates good communication skills, capable of writing instructions for patients consistent with directions provided by licensed providers, works well with others.

**Responsibilities (include but are not limited to):**

1. Fulfills patient care responsibilities, including greeting, checking schedules, and organizing patient flow.



**Healthcare Associates in Medicine**  
Practice Tech Associate – Medical Assistant.

2. Accompany patients to exam/procedure room and assist with walking transfers, dressing, collecting specimens, preparing for exams, etc.
3. Collecting and updating patient history and medical records.
4. Taking and recording vitals.
5. Assisting physicians with ambulatory surgeries.
6. Handling correspondence, billing, and other required administrative documentation.
7. Preparing patients for examination.
8. Applying or removal of sutures, dressings, casts, splints, or other devices at the direction of the provider.
9. Providing, instructing, and explaining pertinent information to patients and/ or family members. Such as; medications, appointment follow-ups, scheduling appointments, referrals, etc.
10. Instructing patients about medication, special diets, and exercise programs and services.
11. Replenishes supplies – stocks sterilizes and cleans exam rooms and instruments.
12. Performs other related duties as required and assigned.

**Physical Requirements/ Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision.

1. Incumbent will be required to work at any facility and be responsible for own transportation.
2. Incumbent will be scheduled based on operational need.
3. Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.
4. Position is in a well-lighted office environment.
5. Involves sitting approximately 80 percent of the day, walking or standing the remainder.

Equal Opportunity Employer