

Position

Full-Time Medical Assistant/LPN to work with our Advanced Practice Provider in our Pella, Ottumwa and Fairfield Clinics.

Education

Medical Assistant, Certified or working towards a certification preferred.

Skills

We are looking for a cheerful, friendly personality with a strong self-directed work ethic. Ability to multitask, excellent communication skills plus accuracy and attention to detail in data entry.

Computer literacy a must as we use electronic health records and email, a patient portal and appointment scheduling software.

Prior Medical Office Experience in any capacity a plus.

We are happy to consider new or experienced candidates. Prior office experience preferred.

Responsibilities

Work directly with our provider to assist with medical care of patients, including managing the seating of patients in exam rooms, taking vitals, taking a brief history, reconciling medications, recording the data gathered in the patient's electronic health record, communicate with pharmacies, hospitals, labs and other health services partners including insurance companies to obtain authorizations for care.

Pay rate

Competitive pay rate based on experience

Benefits

Health Insurance

401K & Profit Sharing Plan

Vacation

Personal Leave

Paid Public Holidays

Contact

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Sadhna Jani, MBA, CPA (inactive)

Administrator