

Foot and Ankle Specialists of Ames
1606 South Duff Ave, Suite 500
Ames, IA 50010

Title: Full-time Certified Medical Assistant/Medical Assistant

Are you interested in working in a small office where you are an integral part of a team? Do you enjoy working with and helping people? We are a Podiatry practice that is looking to add to our team for a certified medical assistant position. We are looking for the best candidate for our team for a full time position.

Our ideal applicant is friendly, communicates well, self-directed worker and punctual. The ability to multi-task is a must with good attention to detail. You will need to have basic computer skills such as excel and word. You will be trained to our specialty and EHR. If you do not have your limited x-ray certification, it will be required to get within 3 months of employment (it is an online course that we will pay for).

Duties with this position:

- Rooming patients
- Entering chief complaint, vital signs, updating medication list
- Assisting doctor while in the room
- Assisting with minor procedures
- Taking radiographs
- Preparing syringes
- Explaining treatments and products
- Making appointments
- Scheduling surgeries
- Scheduling patients in clinic
- Obtaining prior authorizations
- Cleaning and sterilizing equipment
- Answering phones and responding to patient phone calls.
- Scribe notes

Sign on bonus \$500 (paid after 3 months)

Please email info@fas-ames.com to apply. In the subject line of your email, give us the adjective that best describes your work style. In your message, please tell me why you are the best fit to join our team. Also, please include

your resume.

Check out our website:

www.fas-Ames.com

Salary: \$18.00 - \$21.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance