

## Alegent Creighton Health Medical Assistant Career Opportunities

Alegent Creighton Health is the largest not-for-profit, faith-based healthcare provider in Nebraska and southwest Iowa with 11 acute care hospitals, a specialty spine hospital, freestanding inpatient psychiatric and skilled nursing facilities and more than 100 Alegent Creighton Clinic locations. As the primary teaching partner of Creighton University's health sciences schools, Alegent Creighton Health and Alegent Creighton Clinic are committed to teaching the health professionals of the future. Our commitment to our patients and their families is high, but the return on that commitment is even higher. We are committed to our employees by ensuring we hire individuals who also believe in enriching the lives of those we serve. If this sounds like you - apply today and join the Alegent Creighton Health team! We are an Equal Opportunity/Affirmative Action Employer.

### Principal Accountabilities for Medical Assistants:

- Performs/directs patient care services including, but not limited to, admission interview, accurate documentation and timely patient flow.
- Ensures priority care is provided to patients in an emergency situation.
- Ensures patient is appropriately prepared for care encounter.
- Prepares/obtains patient medical records and other information/documentation pertinent to patient encounter.
- Assists healthcare providers with exams, treatments, procedures and testing as directed.
- Ensures appropriate consent forms are obtained prior to the above.
- Schedules and provides patient instruction(s) for tests, treatments and hospital admissions, following correct insurance protocol. (i.e. Pre-certification, referrals, chart documentation, etc.).
- Provides patient and family education pertaining to healthcare management, disease process, treatment, test(s), medication and follow-up under direct supervision of the health care provider.
- Maintain/update patient education materials and consent forms.
- Receives, prioritizes, documents and responds to incoming calls as appropriate.
- Notifies patients of lab and diagnostic test results under the direct supervision of the health care provider.

### Experience Preferred:

- Successful completion of externship requirements as defined by graduating school.
- One or more years of ancillary healthcare experience in an ambulatory health care setting. Bilingual -Spanish.

### Education and/or Licensure-Certification: Must meet one of the following criteria:

- CMA: requires active certification as a Certified Medical Assistant by AAMA or a National Certified Medical Assistant (NCMA) through the National Center for Competency Testing.
- RMA: requires active registration as a Registered Medical Assistant by AMT.
- MA: requires successful completion of an accredited Medical Assisting Program/School.
- Certification or registration required within 24 months of hire.
- Med Aide or Med Aide 40 course and certification required. Course will be provided by Alegent Creighton Health within first week of hire.
- BLS or BLS instructor certification is required upon hire.
- Acceptable credentialing bodies and certifications include the following: American Red Cross: CPR/AED for the Professional Rescuer, American Safety and Health Institute: CPR, PRO, must say Professional Level-with AED, and American Heart Association: Basic Life Support for Healthcare Providers.

**Knowledge/Skill/Abilities:** Knowledge of organizational policies, regulations and procedures, medical assistant theory and practice, medical equipment and instruments, risk management, quality improvement and infection control, ICD-9 and CPT coding and insurance protocols. Skills as demonstrated through: successful completion of job specific competency checklist, continuous accurate verbal and written communication, establishing and maintaining cooperative and collaborative working relationships with patients, medical staff and the public, continuous time, resource and task management.

To review all current openings and submit an application, please visit our job board [www.alegentcreighton.com/jobs](http://www.alegentcreighton.com/jobs). This job board updates automatically every day, so we invite you to check it often! If you have any questions or would like more information contact Senior Talent Acquisition Partner Cari Harms, [cari.harms@alegent.org](mailto:cari.harms@alegent.org), 402-717-1851.