



In-Office Medical Assistant

Application materials: Please submit your resume and/or RHM application, three references and cover letter to Mary Teresa Cabrera at mcabrera@rhmgyn.com.

About RHM:

RHM Gynecology delivers restorative medical care for gynecological, reproductive, and fertility health needs throughout a woman's reproductive continuum, puberty through menopause. RHM medical protocols always promote the dignity of the human person and prioritizes the health and well-being of the whole person.

Job Overview:

The Medical Assistant (MA) will manage the back office administrative tasks and provide clinical support.

Job Responsibilities:

Retrieve and upload labs and imaging

Record medical information into chart

Prepare patient rooms and medical equipment

Manage the inventory of medical supplies

Collect patient intake information and record appointment notes

Educate patients concerning prescriptions and procedures

Assist patients in person, through the portal, and over the phone

Retrieve and send patient medical records, ensuring proper release authorizations are on file

Manage prior authorizations and referrals

Other tasks as assigned

Qualifications:

- Align with the mission of RHM, which recognizes that all persons have dignity from the moment of conception until natural death
- Certified Medical Assistant (preferred)
- 1 year of work experience as a Medical Assistant (preferred)
- Exceptional attention to detail
- Strong organizational and time management skills
- Ability to prioritize and manage tasks efficiently in a fast-paced working environment
- Excellent communication and interpersonal skills
- Strong problem solving and analytical skills
- Strong computer skills and ability to learn computer programs, including Athena and RingCentral

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Reproductive Health Medicine & Gynecology is an equal opportunity employer.

RHM Gynecology
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