



Medical Assistant

We are seeking competent, conscientious, service-oriented individuals with strong character to work in one of our gastroenterology medical offices in Tampa Bay. This individual will predominantly be supporting the clinician in the exam rooms, but will have to be comfortable cross covering the front office. They will work under the direction of the division practice manager.

Minimum Requirements:

Must be certified medical assistant. High school graduate with 2 year of medical office experience utilizing EMR/practice management systems. Preference may be given to candidates *meeting minimum requirements* who have work experience from employers that emphasize excellent customer service (e.g. Publix, Disney, Chick-fil-A).

Some openings will require Spanish fluency.

Role:

Medical Assistant

Room Patient

- Basic history and reason for visit.
- Check vitals.

Maintains Clinical Area

- Maintains inventory and equipment.
- Maintains a hygienic and organized area.

Supports Medical Practitioner

- Assists in clinical service (including phlebotomy) as directed by physician and within CMA/State of Florida scope.
- Enters clinical data accurately and efficiently.
- Readily provides medical chart info (including from outside practices and labs).

Patient Liaison

- Assists with patient education.
- Assist in ePrescribing (and other meaningful use/PQRS requirements).
- Contacts patients to advise of test results, physician instructions, and necessary follow up visits.
- Responds to patient inquiries/triages calls in a timely and cordial manner.

Other Duties as Assigned, including front office roles (~10%)

Criminal background and drug screening required as well as excellent professional references. Apply for this great position as a Medical Assistant today!

Email resume to Service@GastroFL.com

Gastro Florida is the largest gastroenterology group in Tampa Bay with 40 providers across 20 locations in Hillsborough, Pinellas, and Pasco counties and growing. The group offers groundbreaking techniques, diagnostic strategies, colon cancer prevention, non-surgical cancer intervention, and minimally invasive endoscopic therapies in the same practices patients have trusted for over 30 years. Comprehensive services are provided for colorectal screening, swallowing disorders, hepatitis treatment, irritable bowel syndrome, inflammatory bowel disease, reflux disease, Barrett's Esophagus and other diseases and disorders of the esophagus, stomach, liver, gallbladder, pancreas, and colon. The corporate headquarters (CBO) is located in beautiful Feather Sound (Clearwater).

Gastro Florida is committed to Affability, Affordability, Access, Answers, and Accuracy.
