

Amanda Lovelace

From: Denise Fabrikant [dfabrikant@fhcpllc.com]
Sent: Tuesday, March 12, 2013 2:08 PM
To: Amanda Lovelace
Subject: Job Posting

Medical Receptionist/Medical Assistant

Family Health Center-Farragut

www.fhcpllc.com

Responsibilities will be split between secretarial and clinical duties.

Job Duties: Greeting patients when they enter the office or when they call the office, answer telephones, fax, data entry, incoming/ outgoing mail, schedule patient appointments, collect pre-payments and provide receipts to patients, and collect and update patient information.

Other duties can include taking vital signs, retrieving patient history, speaking with patients about treatments, conducting general lab tests, assisting with exams, preparing lab specimens, sanitizing medical supplies, etc. Informing patients about different treatments, including diet and medication. Prepare and administer medication, submit prescriptions, take blood samples, perform electrocardiograms, remove sutures and adjust dressings. Organize, maintain and buy materials and instruments.

Job Requirements: The minimal education requirement are a high school diploma or GED with certifications in medical assisting, phlebotomy, and CPR. Medical Office Experience a Plus. All employees must have good communication and people skills. A successful candidate should also be able to adjust his/her level of personal care to each patient as their emotional and physical needs vary. Strong communication skills and eye for detail and maintaining a highly organized work space are critical to the overall success of the candidate.

This is for a full time 40 hour a week position. Medical, Dental, Vision Offered.

Compensation: 11.00/Hourly

Resume can be emailed to: dfabrikant@fhcpllc.com or faxed to (865) 675-4343. We do not accept applicants without a resume.

Denise Fabrikant
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