

CERTIFIED / REGISTERED MEDICAL ASSISTANTS

We are currently seeking detail-oriented **Certified / Registered Medical Assistants** to provide routine health care, assist physicians with surgical procedures, provide patient education on treatment plans and complete patient evaluations and administrative tasks as needed. There are multiple positions available in the northern, central and southern New Jersey regions. Please indicate which region you would be interested in when applying.

Responsibilities

- Assist and/or observe dermatologists with patient care procedures that include MOHS surgery and KOH tissue examinations to perform biopsies of melanomas and a broad scope of possible conditions.
- Ensure all open lines of communication between patients, staff and physicians with demonstrated professionalism, efficiency and confidentiality.
- Act as a liaison between patients and providers to address and/or resolve problems, inquire and concerns including test results and prescription renewals.
- Prepare patients/rooms for physical examinations; interview patients to obtain medical histories; explain treatment procedures.
- Handle medical equipment and instruments.

Required Education, Skills and Experience:

- High School diploma or equivalent; some college preferred
- Current, unexpired Medical Assistant Certification (CMA /RMA) a must.
- 2+ years of experience as a medical assistant with high professionalism, strong organizational, communication, analytical and PC skills with strong typing acumen required.
- Previous dermatology experience strongly preferred.
- Must have knowledge of medical terminology
- Excellent grammar, spelling, and punctuation
- Exceptional customer service skills
- Friendly and compassionate disposition with strong interpersonal communication skills
- Excellent time management skills and ability to maintain effective and organized systems to ensure timely patient flow
- Ability to work independently or as part of a team
- Dedication to maintaining confidentiality of all patient records