MEDICAL ASSISTANT-Experience Required

You won’t be bored with mixed clinical and clerical duties in this position for a friendly, experienced, detail oriented person with good common sense. Position is in a small Avon Internal Medicine office working 36 hrs/wk. Experience with Electronic Medical Records is a must as is working well with others in a team approach to duties.

Clinical duties include taking vital signs, checking patients in and preparing them for the doctor by measuring vitals, verifying patient's medications, and obtaining a brief history. They will also perform EKG's, spirometry, urine dipsticks, rapid strep tests, develop stool cards, refill Rx's, and call patients with test results.

Front office duties include answering the phone, greeting and registering patients, collecting copays, scheduling appointments, making appointment reminder calls, managing drug samples, and ordering medical supplies.

Fax resume (860) 678-1745, or call (860)678-7897.

**You must have 1 year of clinical experience in addition to clinicals done as part of training**

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