

Join Our Team as a Dedicated Medical Assistant!

*Are you passionate about delivering top-notch patient care? Do you thrive in a fast-paced, team-oriented environment? We're looking for an exceptional **Medical Assistant** to become an integral part of our clinical staff and physicians. This role is the first clinical connection with our patients, setting the tone for a compassionate and positive experience. If you're ready to make a meaningful impact, we'd love to meet you!*

Why You'll Love This Role:

As a Medical Assistant, you'll play a vital role in preparing patients for their physician visits and ensuring seamless care delivery. Your expertise, professionalism, and enthusiasm will directly contribute to the exceptional care our patients deserve. Plus, you'll join a supportive team dedicated to making a difference!

Key Responsibilities & Duties:

- ***Exceptional Patient Experience:*** Greet patients and visitors with a professional, courteous demeanor and a heartfelt "attitude of gratitude" for choosing us.
- ***Mastering Clinic Protocols:*** Understand and execute physician clinic protocols to maintain the highest standard of care.
- ***Patient Guidance:*** Ensure continuity of care by accompanying patients through each stage of their visit—lobby to exam room, surgery coordinator, outside testing, and check-out.
- ***Clerical Excellence:*** Assist physicians by reviewing and updating patients' medical history and related information using Athena.
- ***Clinical Expertise:*** Support physicians with clinical tasks, including injection preparation, casting, cast removal, dressings, suture removal, and wound care.
- ***Clear Communication:*** Maintain concise and effective communication with all departments to facilitate smooth operations.
- ***Flexibility:*** Take on additional tasks as assigned by the Director of Clinical Services, showcasing your adaptability and commitment to the team.

What We're Looking For:

- *A genuine passion for patient care*
- *Exceptional interpersonal skills and a team-oriented mindset*
- *Proficiency in multitasking and attention to detail*
- *Familiarity with Texas clinical guidelines and Athena is a plus!*

Why Work With Us?

- *A supportive and collaborative work environment*
- *Opportunities to grow your skills and make a meaningful impact*
- *The chance to be part of a team that values patient care above all else*

If you're ready to bring your enthusiasm, professionalism, and dedication to a team that truly values its people, apply today! Together, we'll continue to make a difference—one patient at a time.