

Medical Assistant

At **Doral Health & Wellness**, we are proud of our commitment to the Brooklyn, New York Community to provide integrated interdisciplinary health services in an innovative medical facility dedicated to the health and well-being of our patients.

We are looking for **Medical Assistants** to join our team at one of our brand-new locations in Brooklyn! Learn more about us by visiting our website at <https://doralhw.org/>

New Locations:

Bushwick, Brooklyn

331 Knickerbocker Ave
Brooklyn, NY 11237, USA

East Flatbush

5002 Flatlands Ave
Brooklyn, NY 11234, USA

Eastern Parkway

391 Eastern Pkwy
Brooklyn, NY 11216, USA

The **Lead Medical Assistant (LMA)** works under the Clinic Manager to assist with maintaining efficient patient flow and quality care during clinic hours. This position assists the supervisors in training new staff. The LMA works as part of a health care team including physicians, NP/PA's, patient services representatives, medical records, medical assistants, health educators, and social workers to provide comprehensive care in a non-judgmental manner.

Responsibilities:

- Provide backup support for the medical assistant team, which includes all functions of a medical assistant.
- Assist in the supervision of work and performance of clinic staff including reception, medical assistants, and other support staff, as instructed, including input for performance reviews and corrective action plans as needed.
- Oversee and train new and existing staff along with the clinic manager.
- Assist with intake, financial screening, and set-up for patient visits.
- Assist with the training of medical and lab assistants, and volunteer staff on health education, laboratory, and dispensary services. Assist in providing ongoing supervision to same staff.
- Assist as needed including medication refill requests, specialty and procedure referrals, pre and post-clinic chart review.
- Review charts, lab test results, and encounter forms for completeness and to assess follow-up as needed.
- Assist with clinic scheduling problem solving, patient wait times, and other areas of concern to increase efficiency and quality services.
- Perform other administrative tasks and clinical care as assigned by the Clinic Manager.
- Work with Nurse Manager to oversee dispensary logs and storage to maintain quality assurance.

- Coordinate the inventory, ordering, and supply stock maintenance of medical supplies.
- Provide sick/vacation leave backup for patient services representative, medical records specialists, medical assistants, and other clinic support staff when no other resources available.
- Assist with other administrative projects and tasks as needed

Qualifications:

- 3+ years experience working as a Medical Assistant performing front and clinical back-office duties including phlebotomy, injections, obtaining vital signs, and recording medical history
- MD office work experience
- Graduate from a Medical Assistant program/school, or a Registered Medical Assistant or Certified Medical Assistant
- Current CPR card for Healthcare Professionals (BLS) or willing to obtain
- Knowledge of Epic EMR software
- Must have proven ability to maintain professional conduct and confidentiality in the care of patients

Compensation:

- Pay rate starts at \$17-19/hour
- Health insurance
- Paid time off
- Holiday Pay
- Dental insurance
- 401(k)
- Vision insurance
- Life insurance
- Disability insurance
- Other