

**MEDICAL ASSISTANT-CLINICAL & ADMINISTRATIVE**

**(Part-Time)**

THOMAS G. JONES, M.D.

1027 FARMINGTON AVENUE

FARMINGTON, CT 06032

**JOB SUMMARY:** Assist physician with patient examination and treatment. Obtain basic medical history, vital signs, and specimen collection. This position is primarily clinical, and the ideal candidate would be willing to learn administrative tasks.

**SPECIFIC CLINICAL REQUIREMENTS:**

Maintain cleanliness of exam rooms, and medical equipment.

Replenish supplies, maintain inventory.

Take patient medical history, obtain vital signs

Specimen collection

Perform EKGs

Maintain medical charts/EMR

Filing

Answering Telephone

**SPECIFIC ADMINISTRATIVE REQUIREMENTS:**

Greet patients, determine needs, and respond accordingly

Answer telephone, schedule patient appointments

Open and sort mail

Gather insurance information

Data entry-patient demographic and insurance information

Follow-up on patient no-shows

Maintain inventory of office supplies

Please submit resume, and cover letter via e-mail, or fax, attention: Office Manager.

E-mail: [thomas\\_g\\_jones@sbcglobal.net](mailto:thomas_g_jones@sbcglobal.net)

Fax: (860) 674-1055