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**Medical Assistant – Evansville, IN**

**Description:**

**ProCare HealthSpot** has an opening for a **Medical Assistant** to work at our employer – based health improvement clinic located in **Evansville, IN!** **ProCare HealthSpot**, partners with employers to provide health improvement solutions and enhance the overall well-being of the workplace community while reducing healthcare costs.

**Summary:** Assists in examination and treatment of patients under direction of Physician, Advanced Practitioner and/ or RN in compliance with state practice acts and regulations.

**Essential Functions:**

* Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight and height and records information on patients' charts
* Prepares treatment rooms and patients for examination
* Gives injections or treatments and performs routine laboratory tests
* Operates electrocardiograph (EKG) and other equipment to administer routine diagnostic tests
* Performs routine CLIA waived laboratory tests/collects specimens for routine laboratory tests
* Performs Drug and alcohol testing
* Schedules appointments and makes follow up phone calls to patients.
* Performs administrative tasks
* Keys data into computer to maintain clinic and patient records
* Other duties as assigned

While working at this employer site, you will have the ability to get to know your patients, while helping to improve their health status and taking care of their immediate health needs. We are an equal opportunity employer.

**Requirements:**

* Associate’s degree or equivalent from an accredited Medical Assistant training program
* Current certification in American Heart Association Basic Life Support required.
* Knowledge of Internet software, Spreadsheet software and Word Processing software

**Preferred Qualifications:**

* Certification as a Medical Assistant from the American Academy of Medical Assistants, the American Medical Technologist Organization, or current registration with the American Registry of Medical Assistants
* Greater than one-year work experience in patient care specifically at a health center/ doctor’s office
* Knowledge and experience with Electronic Medical Records

Qualified candidates, please send resume to: tfeldpausch@phrehab.com