



UNIVERSITY OF DELAWARE
HEALTH SCIENCES

**Position: Medical Assistant – Nurse Managed Primary Care Center
(Misc. Wage Position)**

Location: STAR Campus, Health Sciences Complex

Pay: \$15.00 - \$17.00 per hour

Context of Job

The Nurse Managed Primary Care Center at UD is looking for part-time Medical Assistant to join our team. The Nurse Managed Primary Care Center offers comprehensive, holistic care and their team members collaborate with their patients and each other to develop interdisciplinary plans to help them achieve and maintain wellness.

In a collaborative manner, the Medical Assistant will provide support to the Clinicians and patients through a variety of tasks, including but not limited to patient care management, organization, and communication. They will perform back office duties under the direction of the Clinic Nurse Practitioners in the examination and treatments of patients. Responsibilities include obtaining patient history, vital signs, and assisting in performing simple office procedures as trained. May also perform front-office duties necessary for the efficient day-to-day operation of an outpatient office practice.

The applicant must very flexible, and be able to communicate effectively with clients, families, clinicians, insurance companies, and other individuals in the community using a variety of communication styles.

Major Responsibilities:

- Obtain and document patient vitals
- Visual acuities
- Hearing screenings
- Phlebotomy
- Administer immunizations
- EKG
- Request medication authorization from patient insurance company
- CLIA waived testing
- COVID required cleaning protocols
- Stocking rooms
- Checking clinic for supplies and expired supplies
- As assigned by management

Qualifications:

- High School Graduate or Equivalent
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Good organizational skills
- Proficiency in MS Office and patient management software/EMR

Special Requirements

- A graduate of a recognized Medical Assistant Program or hold current Medical Assistant Certification by a national organization accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI)
- 2 years' experience as a Medical Assistant, is preferred
- Phlebotomy certification required

Schedule:

- 4-6-hour shifts
- Monday to Friday
- Requires potentially working an evening shift

Resumes should be sent via email to **Carolyn Haines** at the following e-mail address **chains@udel.edu**

