

Somdocs, LLC

Partnership Health
46 E Main Street
Somerville, NJ 08876

Certified Medical Assistant

This role will be responsible for performing clinical as well as administrative functions.

Job Requirements:

- Educate patient regarding procedure to be performed
 - Escort patient to exam room
 - Take initial history and demographic information
 - Record vital signs
 - Venipunctures for lab draws
 - Perform EKGs
 - Ear irrigations
 - Assist in the distribution of lab results
 - Assist the provider as needed
 - Schedule appointments
 - Maintain lab equipment and supplies, preventative maintenance and inspection
 - Maintain proper documentation of pertinent patient information
 - Maintain medical and non-medical inventories
 - Front desk responsibilities as well
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- Must be able to work independently with minimum direction
 - Maintain compliance with OSHA, state and federal regulations regarding lab procedures
 - Additional duties as required

Qualifications:

- High school diploma or equivalent certification
- Minimum 1 year of experience

Job Type: Full-time