

## **BACK OFFICE MEDICAL ASSISTANT – OB/GYN OFFICE (Full-Time)**

Do you love women's health? Are looking for long- term employment? If so, we could be a good match! Southwest Contemporary Women's Care has openings for a Full-Time Medical Assistant.

**Preliminary Phone Interviews are being conducted now!** If you qualify for a Preliminary Phone Interview an invite will be emailed to you coming from an email through ADP services. (*Don't forget to check your Spam/Junk mailbox*)

### **Benefits include:**

- Healthcare options: Medical, Dental, and Vision
- 401k plan
- Progressive Paid Time Off
- Paid holidays
- Uniforms
- Stable day hours
- And more...

**Hours:** 7:30 am to 5 pm Monday -Thursday and 7:30 am to 2:30 pm on Friday.

**Starting salary:** Between \$16 and \$20/hr, depending on combined OB and GYN experience.

The perfect fit would be someone who can work independently but approach the work as a team member. Must demonstrate excellent communication skills and have a pleasant demeanor along with excellent customer service skills.

- Minimum two (2) years of clinical experience in both Obstetrics and Gynecology **preferred**
- Experience assisting with in-office procedures such as IUD placement/removal, Colposcopies, Pap Smears, LEEPs, and Well-Women Exams
- Experience assisting with all facets of OB Care

- Experience assisting with in-office surgical procedures where anesthesia is required, such as ablations
- Experience with an Intergy EMR system helpful but not required

**Other job duties include, but are not limited to:**

- Rooming patients and obtaining medical history
- Entering medical history in the EMR system
- Prescription refills
- Facilitate surgery scheduling and referrals
- Same-day scheduling
- Triage
- Communicate with the front office, back office, and providers
- May be required to travel outside of the primary location to any of our locations to provide vacation or sick coverage

**For more information about our excellent team and services please visit our website, [www.SWCWC.net](http://www.SWCWC.net).**