

Medical Assistant - Application
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=125426>

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Posted Jul. 10, 2019, set to expire Nov. 9, 2019

Job Title	Medical Assistant - Application
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 10, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
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Job Description

The University at Buffalo is establishing a list of eligible candidates for the Medical Assistant title. As a Medical Assistant, you would perform clinical, laboratory, and clerical support activities. Duties would include, but not necessarily be limited to:

- Prepare patients for examination
- Take and record patient vital signs and blood pressure
- Perform simple treatment procedures such as EKG's and changing non-sterile dressings
- Perform and process standardized, routine laboratory procedures such as phlebotomy and patient specimen collection
- Perform clerical activities such as patient reception, producing reports, answering telephones, scheduling appointments, checking insurance eligibility, and collecting payments

The Medical Assistant exam is a decentralized, continuous exam.

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Minimum Qualifications

On or before the date of filing your application, you must have:

Either 1. completed an approved Medical Assistant Program which is a minimum of one year in duration;

Or 2. completed an approved Medical Assistant Program which is less than one year in duration AND post Medical Assistant Program experience in a clinical/health care setting that together equals at least one year;

Or 3. a license, limited permit, or be eligible for a limited permit to practice as a Practical Nurse in New York State or Licensed Practical Nurse certification.

How to Apply:

Go to the <https://www.cs.ny.gov/examannouncements/announcements/oc-cr/decentralized/20-658.cfm> Civil Service website to read the entire vacancy announcement and complete the <https://www.cs.ny.gov/extdocs/pdf/nysapp.pdf> New York State Examination Application New York State Examination Application. This will be the only basis for rating your training, education, and experience.

Send completed information by mail to:

Human Resources
120 Crofts Hall
Buffalo, NY 14260-7022

Your application and supplemental questionnaire will be reviewed and graded by the Human Resources department at the University at Buffalo.

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our benefit packages.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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