

## Temporary Certified Medical Office Assistant North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=148630>

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Posted Nov. 2, 2020, expired Mar. 2, 2021

<b>Job Title</b>	Temporary Certified Medical Office Assistant
<b>Department</b>	Temporary Employment
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Nov. 2, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Health Services Administrative Support/Services
<b>Apply Online Here</b>	<a href="http://jobs.ncat.edu/postings/21162">http://jobs.ncat.edu/postings/21162</a>

### Apply By Email

### Job Description

Preferred Years Experience, Skills, Training, Education

Demonstrated possession of the competencies necessary to perform the work.

- General medical knowledge, including terminology, anatomy, physiology, behavioral science, immunization law, immunization administrative techniques, medical law and ethics.

-Administrative knowledge, including medical records management, collections and insurance processing.

-Clinical knowledge, including examination room techniques, pharmacology and laboratory procedures.

-Knowledge of the principles and practices of patient care and techniques of practical nursing.

-Knowledge of common health and safety precautions in working in local health departments.

-Knowledge of dental clinic operations and protocols.

-Sound judgment and empathy in dealing with patients.

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- The ability to follow oral and written instructions.

\*\*Related experience; or an equivalent combination of education; or 5-Years of experience.  
Phlebotomy experience preferred.

### Required License or Certification

Graduate of accredited Medical Assistants program.

Certification through the American Association of Medical Assistants (AAMA).

### Primary Purpose of Position

The Primary Purpose of Position performs basic patient care tasks, supportive counseling and a variety of treatments. Direct patient care duties include physical and personal care, assisting patients with activities of daily living, and performing routine treatments, under the close supervision of a Professional Nurse or Physician. Employees may also clean and maintain the patient care environment, perform routine clerical functions, and transport and move patients. Employees may obtain and record pertinent health information, maintain patient data and reports, and provide information to individuals and families.

### Primary Function of Organizational Unit

The mission of the Student Health Center is to provide physical, psychological, environmental and wellness services to North Carolina Agricultural and Technical State University students, faculty, and staff. As a health organization operating with an academic instruction, the Student Health Center is committed to the support of the education, research and service mission of the University. The commitment is demonstrated through the participation and support of programs and activities, which enhance the overall well-being of the University community. This mission is fulfilled through the delivery of primary, preventive and educational services, which are responsive, accessible, and of high quality. A strong commitment is made to maintaining professional excellence in addressing the health problems that are unique to this population in an effort to:

- Minimize interference in academic achievement by health concerns;
- Educate students toward the achievement of healthy lifestyle as a foundation for pursuing personal and professional goals; and
- Contribute to the maintenance of a safe and healthy atmosphere, in which student's faculty and staff live and work.



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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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