**The Company:**Pulmonary Associates of Richmond (PAR) has been around since 1974. That's 50 years of serving the greater Richmond community. We specialize in pulmonary medicine, sleep disorders and research. Our staff cares about our patients and delivers the utmost excellence in quality care and customer service.

**The Position:**PAR is seeking a dynamic and enthusiastic full-time medical assistant front desk float for our West Broad location. Enjoy **weekly** pay with the opportunity to grow in a team orientated work environment.

**Job Responsibilities**

Medical assistant duties:

* Prep charts; preload and scan patient charts into EMR
* Obtain current vitals, patient history, current medications, and reason for visit from patient.
* Accurately document patient activity
* Promptly return patient calls for prescription refills and miscellaneous patient questions.
* Complete provider orders such as DME oxygen set up, sleep studies, patient follow-ups and other requests.
* Obtain prior authorizations for procedures, medications, and copay assistance.
* Give Injections and schedule testing.

Patient Care Representative Duties:

* Patient Check In
* Greet and instruct patients on the use of the Phreesia pad.
* Enter demographic and insurance data and acknowledge patients in Allscripts.
* Collecting remaining balances and copays.
* Scan financial paperwork and insurance cards.
* Obtain referrals when required.
* Patient Check-out
* Check patient out in Allscripts.
* Schedule follow up appointment and tests (Sleep Study, PFT) and give instructions to patient.
* Complete order forms and give instructions to the patients.

**Qualifications**

* At least 1 or more years of MA experience, preferably with experience working in a medical practice.
* Certified MA training completion or equivalent education or experience (Preferred)
* EMR systems: 1 year (Preferred)
* Vital signs: 1 year (Preferred)
* Certified Medical Assistant or CNA (Preferred)

 **Benefits**

* 401(k)
* Dental insurance
* Employee assistance program
* Employee discount
* Flexible spending account
* Employee referral program
* Health insurance
* Short term and long-term disability insurance
* Accidental disability & dismemberment Insurance
* Critical Illness
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance
* **WEEKLY PAY**

**Physical / Mental Demands**

* During clinic - standing and walking continuously.  Outside of clinic - mostly sitting with some walking and standing.
* Manual dexterity for using a computer keyboard, using a mobile device such as an iPad or laptop, and other office machines.
* Manual strength for using a manual blood pressure cuff.
* Ability to carry up to 10 lbs. frequently during clinic.
* Ability to view computer screens for long periods.
* Occasional stress related to workload and physician / patient demands.
* Sitting for long periods of time as well as occasional standing and walking.

Pulmonary Associates of Richmond is an equal opportunity employer.