

CMA (AAMA)

Winston Salem, NC – Main Office (WS)

Full-Time, Hourly, Non-Exempt

Job Description

Interested applicants **must** apply via our career page at: <https://digestivehealth.ws/careers/>

Digestive Health Specialists, P.A., a leading gastroenterology group based in Winston Salem, is currently recruiting for a full-time CMA to join our clinic team in Winston Salem. We are a well-established and growing practice; founded originally in 1979 and have grown to serve our patients now in 5 locations. Patients choose our practice for our experienced providers and staff who provide friendly, compassionate, high-quality and affordable care. Comprehensive benefit package that includes medical, dental, vision, 401k profit sharing plan, company paid life insurance and long term disability, CME reimbursement, PTO and paid holidays. No weekends, nights or call.

Reports to: Clinical Nurse Manager and Clinic RN's - No other positions report to the Certified Medical Assistant at this time.

Job Description Summary:

- Deliver quality patient care in the Clinical setting and includes tasks such as taking vital signs, data collection and documentation within EMR, assisting with office procedures, patient teaching, performing clinical lab tests, assists with prior auths and refills and more.
- Works to increase the department's ability to effectively maintain the daily schedule along with safe and appropriate patient services.
- Must possess appropriate personality characteristics to serve patients and families in a positive, professional, helpful manner.
- This position requires the ability and means to travel to various locations including, but not limited to other sites. Must provide proof of automobile insurance.
- This position may require flexibility of schedule, including hours and location.

Job Eligibility Requirements:

- Current BLS certification (or willing to obtain within 1 year of employment at DHS)
- Holds the following certifications without restrictions:
- **Certified Medical Assistant (CMA) through the AAMA** (RMA and MA applications not accepted at this time)
- Language -Must be able to read and write English at high school level. Must communicate effectively. Must be able to read numbers and do basic math calculations.
- Transportation – Must have transportation, current NC Driver's License without restrictions and vehicle insurance

Michelle Messersmith

HR Generalist

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