



We're hiring.

Medical Assistant 1

BUFORD HEALTH CENTER & MOBILE ENGAGEMENT UNIT

The position is open to all qualified applicants.

Date posted | November 10th, 2022

Application Deadline | Until Filled

Position Number(s) | 2 Positions-Specify Location

Position type | Unclassified

Salary | \$37,000

Paygrade | E

Job Summary

Under broad supervision, performs administrative and certain clinical duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic and/or mobile clinical unit by taking and recording vital signs and medical histories, preparing patients for examination, collecting specimens, assisting clinicians with procedures. This position works to promote and protect the health and safety of the residents of Gwinnett, Newton, and Rockdale Counties.

Qualifications Submit your 3 year MVR (driving record) with your application.

Minimum

Vocational/Technical degree in medical assisting from an accredited college OR High school diploma or GED AND One year of related experience.

Preferred

Experience in a medical office setting. Customer service experience. Experience documenting in an EMR. The ability to translate English to Spanish and Spanish to English orally and in writing is preferred but not required. Ability to drive the mobile clinical unit (no specialized licensure required. but must have less than 3 moving violations on record)

Make a difference in the health of your community and get great benefits, too.

Apply today.

1. Download an application at www.gnrhealth.com.
2. Email, fax or mail your completed application:

Attn: Katie Bowles, Human Resources
GNR Public Health
2570 Riverside Parkway, Lawrenceville, GA 30046
Katie.Bowles@gnrhealth.com or Fax 888-883-5187

Benefits package includes

- 13 paid holidays
- Three weeks annual leave per year
- Three weeks sick leave per year
- Defined benefit retirement plan, life insurance, and payroll deductible health & flexible benefits including dental, vision, long-term care, dependent life, AD&D, and short- and long-term disability
- Medical and child care spending accounts in addition to deferred compensation accounts

GNR Public Health does not accept resumes without a fully completed employment application. Applications must be received no later than 5:00 p.m. on the application closing date. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications we receive, we are unable to provide information regarding the status of your application over the phone. Application status is not sent to individuals who are not selected for interviews.

An Equal Opportunity Employer. Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices. Applicants selected for employment will be subject to the following: Pre-employment Drug & Medical Screening, Fingerprint Criminal Record Investigation, and Reference Checks.