

Certified Medical Assistant/Phlebotomist

Columbia Nephrology is the largest most comprehensive nephrology group in South Carolina. We have 19 physicians, 12 advanced practitioners and 4 offices located throughout the Midlands. We are currently seeking a **Medical Assistant/Phlebotomist** for our **Columbia Office** location. This may require some travel to our other office locations. We offer highly competitive salaries and benefits.

Job Title: *Medical Assistant/Phlebotomist (full time)*

Locations: 121 Park Central Dr. suite 200 Columbia SC 29203

Hours: Monday – Thursday 8:00AM – 5:00PM; Friday 8:00AM – 1:00PM (Full-time)

Minium Qualification:

- **Education:** High school graduate, medical assistant certificate, up to date certification from accredited program, Basic Life Support Certification (BLS), medical terminology and computer skills,
- **Experience:** Minimum of 1-2 years' experience in medical office, phlebotomy, typing, computer skills, electronic medical record experience.

Key Responsibilities:

- Arrange new start dialysis patients with the dialysis admission office.
- Working the clinical staff task list
- Monitor prescription line and faxed prescription request. Complete prior authorizations on medicine if needed.
- Working the overdue order task
- Escorting patients to exam rooms and preparing them for their exam.
- Interviewing patients to obtain their medications and allergies.
- Measuring and recording patient vital signs, weight, and height into the EMR
- Explaining treatment procedures, medications diet and provider instructions
- Checking patients' electronic chart to make sure we have all information needed before patient's appointment.
- Giving injections to patients
- Phlebotomy
- Potential travel to office in Lugoff, Sumter, or Lexington
- Scheduling patients for appointments, op procedures, blood transfusions or infusions
- Helping with Telemed
- Other duties as requested.

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Travel reimbursement
- Vision insurance

FOR MORE INFORMATION CONTACT:

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