

Career Opportunity



Position Summary

CERTIFIED MEDICAL ASSISTANT (CMA) or REGISTERED MEDICAL ASSISTANT (RMA)

Responsible for providing primary care to patients, including assessment, treatment, care planning and medical care evaluation.

Our Practice

North Florida Women's Care is Tallahassee's premier women's health medical group. We've provided obstetric and gynecologic services for 33 years. We've received Tallahassee's award for "Best Ob/Gyn Practice" every year since 2011, and were the 2013 Tallahassee Chamber of Commerce's prestigious "Business of the Year."

We address the health care needs of women throughout all stages of life. We provide preventative care, including well-woman and prenatal care, and we deliver babies for both normal and high-risk patients. Our skilled team of highly trained professionals includes 11 board-certified physicians, 6 nurse practitioners and 2 physician assistants. We are pleased to provide state-of-the-art in-house ultrasound services, innovative menopause management therapies, and an Electronic Health Record (EHR) system.

Education and Experience Requirements

Graduation from a Medical Assisting program and successful completion of exam

Basic Life Support for Healthcare Providers Certificate

A minimum of 1 year practical experience



Position Responsibilities

Responsibilities include, but are not limited to:

- Obtain patient consent for care and ensure patient confidentiality
- Obtain and document health history, chief complaint, vital signs and health risk factors, and assess disease condition
- Provide care based on practice guidelines, standards of care, and federal/state laws and regulations
- Execute prescribed treatments and medical interventions
- Administer prescribed medications
- Refer to/consults with physicians, other health providers, and community resources to prevent/resolve concerns
- Educate patients and families about health status, health maintenance, and management of acute and chronic conditions
- Document patient assessment and intervention data using EMR
- Participate in multidisciplinary teams to improve patient care processes and outcomes
- Track quality assurance data and monitor for acute and chronic care management.

Skill Requirements

- Skill in time management, problem solving, multitasking, prioritizing
- Skill in customer service and medical care coordination
- Skill in initiating appropriate crisis interventions and emergency response
- Proficient with Microsoft Word and Excel

Ability Requirements

- Ability to make referrals to other providers and resources
- Effective oral and textual communication
- Ability to read and interpret physicians' orders and notes from other providers
- Ability to calculate and administer drug dosages and injections and measure results
- Ability to be flexible with changing workload or patient assignments



Knowledge Requirements

- Knowledge of wellness/illness, growth and development, human behavior, psycho-social factors, and alternative health care treatments
- Knowledge of chart/medical record documentation requirements and federal/state laws related to release of health care information

Physical Requirements

Standing, walking, bending, grasping, manipulating, and squatting.
Occasional need to lift patient during transfer/turn process with or without assistance.
Stress can be triggered by workload and complex cases.

Benefits Offered

- Paid time off
- Health insurance
- Dental insurance
- Life Insurance
- Healthcare spending or reimbursement accounts, such as HSAs or FSAs
- Retirement benefits or accounts
- Employee discounts
- Disability insurance
- Holidays

How to Apply

Email resume to:
resume@nflwc.com

