



<https://medicarenz.com/job/medical-assistant/>

Medical Assistant

Description

Job Description:

We are seeking a highly organized and compassionate **Medical Assistant** to join our healthcare team. The Medical Assistant will be responsible for performing both clinical and administrative tasks to support physicians, nurses, and other healthcare professionals. The ideal candidate should have excellent communication skills, attention to detail, and the ability to work efficiently in a fast-paced medical environment.

Responsibilities

Key Responsibilities:

1. Clinical Support

- Assist physicians and nurses with patient examinations and medical procedures.
- Measure and record vital signs, including blood pressure, pulse, temperature, and respiration.
- Prepare and sterilize medical instruments and exam rooms.
- Collect and process laboratory specimens, such as blood and urine samples.
- Administer medications and injections as directed by a physician.

2. Patient Care & Interaction

- Greet and prepare patients for medical examinations.
- Explain procedures and provide emotional support to patients.
- Assist in wound care, dressing changes, and minor medical treatments.
- Educate patients on medication instructions, treatment plans, and aftercare procedures.

3. Administrative Duties

- Schedule and confirm patient appointments.
- Maintain and update electronic medical records (EMRs).
- Handle patient inquiries, phone calls, and correspondence.
- Process insurance claims and verify patient insurance information.
- Manage inventory and ensure medical supplies are stocked.

4. Compliance & Safety

- Follow proper infection control and hygiene protocols.
- Ensure patient confidentiality in compliance with HIPAA regulations.
- Adhere to all healthcare facility policies and procedures.

Hiring organization

Medi Care

Employment Type

Full-time

Duration of employment

2 Years, Extendable

Industry

Medi Care Out Source

Job Location

New Zealand

Working Hours

08:00 : 1800

Qualifications

Qualifications & Requirements:

- **Education:** High school diploma or equivalent; a diploma or certification in Medical Assisting is preferred.
- **Certification:** Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) is a plus.
- **Experience:** [Specify required experience, e.g., 1+ years in a medical or healthcare setting].
- **Skills:**
 - Strong interpersonal and communication skills.
 - Ability to multitask and work efficiently in a team environment.
 - Knowledge of medical terminology and basic clinical procedures.
 - Proficiency in using medical software and electronic health records (EHR).

Job Benefits

- Competitive salary and benefits package.
- A supportive and professional healthcare environment.
- Opportunities for career growth and skill development.
- A meaningful role in providing quality healthcare services.

If you are a dedicated professional who thrives in a medical setting and enjoys working with patients, we encourage you to apply.

Contacts

HR@medicarenz.com