**Dermatology Medical Assistant/Receptionist for Summer**

Looking for paid full-time and volunteer part-time medical assistant/receptionists who would like to join an enthusiastic and energetic team focused on medical, surgical and cosmetic dermatology. Responsibilities include greeting patients upon arrival, obtaining/verifying insurance information and uploading intake/consent forms of office policies and procedures. Must be COMFORTABLE (not shy) when answering phones and speaking to patients. Must know how to process co-payments/product purchases and update inventory.

Medical assistant responsibilities will include triaging and escorting patients to exam rooms and taking a full patient history (as a third-year medical student would do) and documenting pertinent information including medications/allergies/surgeries in patients’ charts. Other duties include ensuring all related reports, labs and referral letters are uploaded, keeping exam rooms stocked with adequate medical supplies, maintaining instruments, calling back patients for biopsy results and answering any patient-related/pharmacy calls.

Hands-on experience will be gained when the volunteer can show that he/she is ready to step up and assist with medical procedures including biopsies, surgical excisions and cosmetic injectable and laser treatment. Individuals must be naturally curious, inquisitive and willing to anticipate what needs to be done in order to complete tasks without repeated guidance and help.

Must be able to multi-task, be EXTREMELY meticulous and detail-oriented, punctual, reliable and a team player. Please do not apply for this position if you are uncomfortable talking to people, not willing to put in the appropriate time to study the manuals, are overcommitted with classes/MCAT or have another job. You will learn a great deal but must put in the time, attention and hard work. This is NOT a shadowing position as you will gain HANDS-ON experience. You must be independent, pro-active, and willing to take initiative to complete tasks without hand-holding.

**Full-Time Paid Position:** Monday through Saturday (at least summer, possibly during the year) STARTING ASAP

**Part-Time Volunteer Position:** At least TEN hours per week, STARTING ASAP

Email your CV to drjane@janeyoomd.com for consideration.