



Certified Medical Assistant

The Knox County Health Department has a full-time Certified Medical Assistant position open in our Community Health Center. The responsibilities of this position will include but not be limited to: patient assessment, vital signs, phlebotomy, urinalysis/body fluid specimens, along with documentation using e-Clinical software program, faxing, copying, and mailing records, completion of forms, scheduling of tests for patients; and pre-certifying patient visits/screenings. Clerical support for scheduling/reception of patients, registration, charging and initiation of new records; and maintenance of current records. Communicates and collaborates with other healthcare team members.

The requirements for this CMA position are advanced communication, computer and customer service skills. Minimum of high school diploma and Registered Certified Medical Assistant certification required. Experience with electronic health records a plus. Applicant must have the ability to calculate fractions, decimals, and percentages; and have excellent verbal and written communication skills. This position requires the ability to manage multiple tasks in an efficient and accurate manner and the ability to communicate effectively with the public.

This position is full-time (40 hours) with normal hours M-F 8:00 a.m. – 4:30 p.m. (Hours may vary) and include occasional evenings and weekends. If you enjoy working in a fast paced environment while keeping the standards of output efficient and on task, submit your resume and application to Human Resources, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Position open until filled.

The Knox County Health Department is an Equal Opportunity Employer Provider.

The Knox County Health Department regularly accepts resumes which are kept on file for one year from the date received. Resumes can be sent to:

**Human Resources
Knox County Health Department
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Resumes can also be sent via email to: resume@knoxhealth.com