

## Medical Assistant - Health Services Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=235170>

Downloaded On: May. 18, 2024 5:17am

Posted Apr. 25, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Medical Assistant - Health Services
<b>Department</b>	Health and Wellness
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Medicine/Laboratory Medicine Health Sciences - General
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20410?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20410?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

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Health and Wellness, within Student Life, is comprised of Counseling and Mental Health Service, Health Service, Health Promotion, Center for Awareness, Resources, and Education, and Administration and Operations. Health and Wellness (H&W) contributes to the educational mission of the university through promoting student wellbeing via clinical, educational, and consultative services. Serving a diverse student body of 9,000+ undergraduate and graduate students, H&W is committed to providing excellent care and support in a welcoming, inclusive, and culturally informed environment. We bring energy, expertise, and a collaborative approach to the provision of medical and mental health care and prevention services. We are active and visible throughout campus conducting training, outreach and liaison work, and serving as active members of Student Life.

This area has responsibility for health compliance, state and federal health requirements, health insurance, HIPAA and other privacy concerns, and risk management. Our combined staff is approximately 60 individuals with diverse medical, mental health and public health backgrounds.

### **What You'll Do**

The Medical Assistant, or Phlebotomist, will assist physicians, nurse practitioners, physician assistants, and nurses with the evaluation, management, and treatment of patients during and between office visits. This includes preparing treatment rooms, obtaining patient history and vital signs, and updating medical records. The Medical Assistant will also handle the below duties:

- Assist with medical examinations and diagnostic testing, including performing EKGs and phlebotomy
- May perform other tasks consistent with training and skills, including providing reception and clerical support as needed
- Play an active role in preparing for the daily operations of patient care so that students can be seen and treated effectively and efficiently

### **What We're Looking For**

#### **Basic Requirements:**

- Knowledge and skills as typically acquired by graduation from an accredited medical assistant program or medical assistant certification (AAMA, CCMA, RMA, NCMA)

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- Excellent critical thinking, communication, interpersonal, and diplomacy skills
- Ability to comply with established risk management and safety procedures and all local, state, and federal privacy and confidentiality rules and regulations
- Sound judgment and problem solving ability
- Accuracy and attention to detail
- Ability to maintain CPR certification and participate in site-based CPR drills
- Strong organizational skills
- Ability to prioritize tasks in a complex and busy environment and to see them through to completion

### **Preferred Qualifications:**

- Two years of experience in a related medical office setting
- Experience and interest working with young adult, international, and LGBTQ+ populations

### **Special Work Schedule Requirements:**

Candidate will need to abide by University vaccination policies for health care workers; requests can be made for medical or religious accommodations to these requirements.

### **Pay Range**

Minimum \$21.80, Midpoint \$25.95, Maximum \$30.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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