



1132 Athens Hwy Suite 201
Grayson, GA 30017
678-381-2630

Job title: Certified Pediatric Medical Assistant

Full/Part Time Status: Full Time

Job Description:

An experienced Certified Pediatric medical assistant with a minimum of 2 years of experience in a Pediatric office is needed to run the BACK office and support front office as needed. In addition to the required qualifications listed below, the ideal candidate must have strong interpersonal skills and relates well to children and parents to ensure an exceptional customer experience for the entire family.

Job Task and Responsibilities:

- Consistently demonstrate the highest degree of integrity, honesty and respect to all patients and co-workers
- Move patients through appointments as scheduled
- Prescreen patients: take weight, height, blood pressure and preform vision screening
- Prepare and administer medicines as instructed by the doctor or nurse practitioner
- Take and document patient's vital signs (weight, height, blood pressure and temperature)
- Perform vision screening
- Perform controls as required and accurately document the results in the appropriate logs
- Ensure optimal level of inventory is maintained for the back office at all times
- Uphold and model all HIPAA, OSHA, and office policies and procedures at all time
- Clean exam rooms in accordance to office procedures and replenish medical supplies as needed
- Answer incoming calls and deal with inquiries or transfer calls as required
- Ability to triage patients over the phone and in person
- Schedule patient appointments
- Register patients according to established protocols
- Accurately collect new patient information and ensure all patient data is accurate including billing information
- Inform patients of medical office procedures and policy
- Complete other clerical/office duties as assigned



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Qualifications:

- Medical Assistant certification
- Minimum of 2 years of experience in a pediatric medical office
- Applicant must possess excellent customer service skills, must be polite, confident, and patient
- Proficient in taking patient vital signs
- Superior knowledge of vaccine handling and administration
- GRITS administration
- Lab experience: strep test, hemoglobin, urinary analysis, etc.
- Knowledge of electronic charting software and processes (preferably EMR)
- Proficient PC skills and ability to work multi-faceted systems
- Experience with new born through young adult
- Requires knowledge of office management, process improvement, and medical terminology
- Thrive in a fast-paced environment

Key Competencies:

- Excellent verbal and written skills
- Organizes time, prioritizes and demonstrates strong decision making skills
- Information collection and management
- Planning and organizing
- Attention to detail
- Customer service skills
- Adaptability
- Displays confidence in his/her abilities to perform the job well.
- Confidentiality
- Bilingual is preferred but not required

Grayson Pediatrics, LLC is an “Equal Opportunity Employer” and that nothing in the job posting or description should be construed as an offer or guarantee of employment.