



## Medical Assistant

### **Job Description:**

The medical assistant works with and under the general supervision of the health care team within Allegro Pediatrics. They provide assistance to our providers and pediatric patients to ensure a smooth work flow within the clinic setting. Excellent customer service skills are required for this position.

Qualifying candidates must have the ability to travel to all our clinics located on the Eastside. The position is full time, including some weekends and holidays as needed.

Responsibilities include but are not limited to:

- Greet and prepare patients for practitioner. Take and record vital signs and other required information into our electronic health record.
- Order, record and administer immunizations.
- Applicants must be willing to travel to all eight clinics, if necessary.
- Applicants must be available to work on weekend and holiday rotations.
- Draw blood, process labs and perform x-rays to appropriate level of training.
- Administer approved medications via oral, subcutaneous, intramuscular or intradermal routes, under supervision.
- Inform patients of lab results, under supervision.
- Prepare, clean and sterilize instruments and maintain equipment.

### **Education:**

Completion of an Accredited Medical Assisting program required.

### **Certificate/License:**

Current Washington State Medical Assistant Certificate required/or must be in process of obtaining.

Competitive pay and great benefits!

Send resume to [Resumes@allegropediatrics.com](mailto:Resumes@allegropediatrics.com) or fax to 425-460-5625.