

## MEDICAL ASSISTANT NEEDED

### Job Details

#### Job Description

- Full time Medical Assistant to work 30-40 hours per week, including 1 Saturday per month.

#### Responsibilities

- Prepare patients for exams,
- Accurately take vital signs, record information
- Schedule tests and procedures.
- Obtain prior authorizations when needed and
- Make timely call backs.
- Other duties as assigned.

#### Qualifications

- Medical Assistant experience
- EMR experience preferred
- Friendly with have excellent communicate and phone etiquette skills
- Must be proficient on the computer
- Work well as a team.

To apply, please ask for an application or visit [www.wasatchpeds.net](http://www.wasatchpeds.net)