

Hello SIE students. A former student in SIE is passing on this job opportunity to you. He is heading to medical school! So he is leaving this job. Here is his comment on what this job did for him. If this interests you contact Jazmyn Yoeun 301-942-7900.

“For the past year and a half, I have been a medical assistant at an internal medicine practice in Kensington, MD. I sought a position like this because I wanted some intense clinical immersion that I felt I could not get while working a full-time job and volunteering in an ER or at a clinic once a week. The MA job gave me plenty of material to draw upon while writing my personal statement. Plus, it gave me a huge advantage in the application process as I was invited to interview at 8 schools and have so far been admitted to one of my top choices despite a mediocre undergrad GPA (3.4 without SIE grades) and an average MCAT score (30). All of my interviewers seemed to recognize that this experience meant that I truly know what life as a physician is really like.”

Name of Company

Wellness Medical Center (Kensington, MD)

Title of the position

Medical Assistant

Reports to

Physicians/Owners of the Practice

Overall responsibility

Perform various clinical duties in order to maintain efficiency in a two physician internal medicine practice.

Key areas of responsibility

- obtain patient histories and vital signs
- assist physician with minor procedures
- perform electrocardiograms, remove sutures, adjust dressings, administer vaccinations and occasionally draw blood
- assist patients and physicians with examinations
- conduct general laboratory tests
- educate patients about treatments such as medication or eating habits
- permit refills under physician supervision and submit prescriptions to the pharmacist
- sanitize medical supplies
- write correspondence on behalf of physicians regarding patient matters to insurance companies and attorneys
- stock examination rooms, which includes conducting inventory of clinical supplies
- occasional administrative responsibilities include greeting patients, answering the phone, completing insurance forms, and scheduling appointments

Consults with

- Physician-owners of the practice
- Office manager

Term of employment

- Minimum 1 year

Qualifications

- Strong sense of customer service
- Good organizational skills
- Effective communications skills
- A capacity for compassion

Salary

- Commensurate with experience