

Advanced Vascular Therapy, LLC

Advanced Vascular Therapy (AVT) is looking for a high-quality candidate dedicated to providing exceptional care to medically complex patients in a fast-paced office environment.

You must be fully vaccinated in order to be considered for employment at AVT.

If selected for this position you will join a hard-working, low drama, high quality team of providers and support staff who manage patients with complex medical histories and who require great empathy and patience in their care. The work is highly rewarding and the provider staff is very talented and supportive of staff in the delivery of care.

With an "Office Based Cath Lab" there are opportunities to learn new skills and deliver unusual levels of care within the pre-op and recovery as well as the lab itself.

The position is Monday through Friday, days shift. No weekends or call. The wage and benefits package is very generous and competitive and commensurate with your experience.

If you are ready to take your career as a Credentialed Medical Assistant to the next level and wish to be an integral member of a high quality team, please forward your resume and cover letter to:

Advanced Vascular Therapy
Attn: Human Resources
2480 Liberty St NE Suite 110, Salem, OR 97301

Or

Email: tom@advancedvascular.org

Advanced Vascular Therapy, LLC
Job Description

Job Title: **Medical Assistant**
FLSA Status: Hourly, Non-Exempt
Location: 2480 Liberty St NE Suite 110, Salem, OR 97301

General Summary:

This position works as part of a team of medical assistants to aid the clinic's medical providers with all back-office duties in the Office and Cath Lab. Duties include, but are not limited to, rooming patients, obtaining patient histories and medication information, assisting in examinations and procedures, preparing exam rooms, checking blood-sugar levels, checking pro-times, patient prep, post-op prep, IV placement, Cath Lab charting and patient monitoring, performing EKG's and phlebotomy, cleaning and dressing wounds, tunnel catheter removals and other duties as necessary. The medical assistant works with the lead and office manager to ensure quality patient care while maintaining efficient and timely clinic workflow.

In addition to the above, the person in this position will occasionally assist in vascular procedures such as, Radiofrequency (RFA) or Laser Ablations and sterile procedures.

- Performs additional projects and duties as directed.

Education/Experience:

- High school diploma or equivalent
- Completion of a recognized medical assistant training program
- Preferred; minimum of one year post training work experience

Demonstrated Ability with:

Microsoft Office (with emphasis on Outlook and Word)
Internet Explorer (or other internet browser)
Epic and/or other EMR systems

Certificates and Licenses:

- Current BLS certification
- Nationally recognized certificate required (RMA, AAMA or NCCT certificate)
- Evidence of FULL COVID 19 VACCINATION STATUS