



Job Title: Medical Assistant – Bilingual

Schedule: Full-time (Mon – Fri: 9 to 3 & Sat: 9 to 1)

Location: VCare Clinics Southeast

Phone: [\(972\) 245 1200](tel:9722451200)

Email: jobs@vcareclinics.org

Job Summary: Primary Care

The Medical Assistant supports providers and clinical staff in delivering high-quality patient care in a primary care setting. This role involves both clinical and administrative responsibilities, including patient intake, basic procedures, and coordination of care to ensure efficient clinic operations.

Key Responsibilities

Clinical Duties:

- Room patients and obtain vital signs (blood pressure, temperature, pulse, height, weight)
- Record patient medical history and chief complaints in the electronic health record (EHR)
- Prepare patients for examinations and assist providers during procedures
- Administer medications and injections as directed by the provider
- Perform basic laboratory tests (e.g., urinalysis, blood draws, rapid tests)
- Clean and sterilize medical instruments and maintain exam rooms
- Provide patient education and follow-up instructions

Administrative Duties:

- Schedule appointments and manage patient flow
 - Verify patient information, insurance, and documentation
 - Answer phone calls, respond to patient inquiries, and manage messages
 - Maintain accurate and up-to-date patient records
 - Coordinate referrals, lab orders, and prescription refills
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Qualifications

- High school diploma or equivalent required
- Completion of an accredited Medical Assistant program preferred
- Certification (CMA, RMA, or equivalent) preferred or required per state regulations
- Basic Life Support (BLS) certification preferred
- Strong knowledge of medical terminology and clinical procedures