

# Medical Assistant – Full Time

## Vitalogy Wellness

**Hours:** Mon/Tue/Thurs 9am-6pm, Wednesday 9am-5pm, Friday 9am-1pm

**Duties:**

Transcribe Notes

Administer Shots

Call in/ Check on Prescriptions

Communicate with Patients via email and telephone

Assist in Procedures

Check Vitals

EKGs

Arrange Tests

Follow-up on Test Results

Order Labs with Codes

Work as physician liaison

**Education Requirements:**

Past relevant work experience preferred or Medical Assistant Certification

**Pay:**

Depends on Experience

**To Apply:** Send Resume (please include “**Resume-Medical Assistant**” in subject line of message) to: [chanda.pugh@vitalogywellness.com](mailto:chanda.pugh@vitalogywellness.com)