



MEDICAL OFFICE ASSISTANT-ACKERMAN UROLOGY Jacksonville and Orange Park, FL Offices

Ackerman Urology, located in Jacksonville and Orange Park, is seeking a full-time Medical Office Assistant to join our team of highly trained medical professionals.

About

Ackerman Urology is a private, physician owned practice focused on providing high quality urological care in a patient-focused environment. With more than 25 years of experience, the team of professionals at Ackerman Urology has extensive knowledge in treating a wide range of conditions affecting the genitourinary tract. Ackerman Urology has two offices: 2150 Park St, Jacksonville, FL and 1895 Kingsley Avenue, Suite 801, Orange Park, FL.

Ackerman Urology is part of the Ackerman Cancer Center team. Together, the mission of Ackerman Urology and Ackerman Cancer Center is to deliver the highest quality, personalized medical care to patients.

With a long-term commitment to hiring staff that share the values of compassion, respect and quality that the Ackerman Cancer Center team was founded on, the entire organization strives to treat all patients with dignity and to provide exemplary care.

Job Description

This position is responsible for greeting and rooming patients, administering injections and assisting the physician with procedures. This position also performs some non-clinical administrative tasks in the front office of the practice, such as insurance authorizations. In addition, this position is also responsible for maintaining the reception areas and examination rooms, and assuring that supplies are available.

Major Responsibilities

- Room patients and assist physician with procedures
- Administer injections and patient tests
- Obtain insurance authorizations
- Enter current and accurate notes in EMR system
- Field phone calls from patients and insurance carriers
- Maintain reception areas and exam rooms and assure supplies are available

Requirements (Experience/Education/Skills)

Required:

- 1-2 years medical office experience, including shot administration
- High School Diploma or equivalent
- Strong communication skills – both oral and written
- Strong customer service skills
- Detail orientation, good organization and time management skills
- Knowledge of Electronic Medical Record systems
- Strong computer skills: MS Office, Outlook, Internet research
- Experience with Availity and Gateway systems

Preferred:

- Associate's or Bachelor's Degree
- Experience with Mosaiq EMR software

Hours/Location

- Monday – Friday
- 40 hours per week
- Will work at both the Jacksonville & Orange Park Offices

Pay/Benefits

Ackerman Cancer Center offers pay commensurate with experience and a comprehensive benefits package.

Contact

For consideration, please send resume and cover letter to:

employment@ackermanccancer.com

Visit our website: www.AckermanCancerCenter.com