



**Organization:** ImagineMD

**Title:** Medical Assistant

**Starting:** immediately

**Salary:** \$18-\$21/hour

**Reports to:** Supervising physician (Founder/CEO of ImagineMD)

ImagineMD is a rapidly growing, innovative company creating direct primary care facilities across the US that provide higher quality health and wellness care to patients to improve outcomes, manage medical costs, and deliver an unmatched experience for individuals and for employers who choose to incorporate direct primary care into their employer sponsored health plan. Since 2016, ImagineMD has served individuals and employers in its Chicago, West Loop location. ImagineMD is attracting and cultivating team members who embody ImagineMD's values and are passionate about its mission to rebuild healthcare into what it should be. Our mission at ImagineMD is to provide medical care that keeps pace with best clinical practices and the cutting edge of medical research, and to provide quality customer service to all our patients without the time constraints that surround traditional primary care.

The medical assistant will provide a wide variety of clinical care and customer service functions to patients under the direct supervision of the physician(s) in the practice for clinical matters and under the direct supervision Chief Operating Officer for administrative matters. Clinical services will include but are not limited to: assisting with assessing a patient's health condition by performing routine therapeutic or diagnostic testing during appointments and/or administering medications.

### **Medical Assistant Responsibilities:**

- Greets and rooms all patients.
- Performs vital signs and specimen collection (includes blood, urine, vaginal specimens, and stool) for lab testing.
- Schedules specialty appointments, x-rays, and procedures for all patients.
- Administers medications orally, intradermally, subcutaneously, and intramuscularly.
- Provides case management by serving as a resource and contact person for patients referred to other providers and/or ancillary services.
- Obtains medical records and scans them into the EMR per protocols.
- Responds to and documents patient requests for prescription refills and referrals in accordance with established protocols.
- Participate in daily morning clinical care meeting with supervising physician to review and discuss patient care.
- Orders and restocks exam rooms with medical supplies.
- Ensures exam rooms are clean, safe, and ready for patient visits.



- Organizes and scans in outside medical records into the practice's EMR, Elation.
- Conducts routine quality control checks.
- Performs waived lab testing.
- Applies or assists with the application of durable medical equipment.
- Other duties as assigned.

ImagineMD care team is responsible for providing exceptional care to all patients and facilitating the coordination of care for our patients throughout the healthcare system. We're looking for an experienced certified or registered medical assistant with:

- Medical assistant certification or registration required
- Current CPR certification
- Minimum of 2 years in a medical assistant role
- Computer skills including: competence with Microsoft Office or Google Documents, ability to enter patient information in an electronic medical record, ability to learn all software required for job duties (PDF organizers, desktop smartphones, Quest laboratory system, etc.)
- Strong written and oral communication skills
- Excellent customer service skills
- A flexible, strongly positive, can-do attitude
- US work authorization

ImagineMD is an equal opportunity employer. We do not discriminate against employees and job applicants based upon certain characteristics such as age, race, color, creed, sex, religion, and disability. We encourage all qualified applicants to apply.

Generous benefits package includes:

- Complimentary health care for all full time employees
- 401K package with eligibility after 6 months of service
- Paid time off
- Awesome people to work with and for!

To apply: please email Dr. Alex Lickerman at [alickerman@imaginemd.net](mailto:alickerman@imaginemd.net) with a paragraph of no more than 250 words explaining why you are a good fit for the position.