



## **Experienced Medical Assistant & Mohs Histotech - Mohs Surgery & Dermatology**

Colorado Center for Dermatology & Skin Surgery – Longmont, CO

Exciting opportunity to join a growth-oriented dermatology and Mohs surgery practice. Colorado Center for Dermatology & Skin Surgery is a leading-edge practice that strives to serve patients and the community through personalized and exceptional care. We are seeking an energetic, enthusiastic, and motivated individual who is excited to learn, seeks to help others, enjoys working in team environments, and is passionate about caring for people and committed to excellence in the role of Medical Assistant & Mohs Histotech.

Medical Assistants in our practice have significant responsibility and help set the tone for an exceptional patient experience. The ideal candidate for this position would thrive in a fast-paced clinic, enjoy taking on new challenges, seek opportunities for increasing responsibility within the practice, and build strong rapport with team members and patients. Experience in dermatology and familiarity with outpatient surgical procedures, sterile prep, bandaging, and use of sterilization equipment is strongly preferred. Experience working in a Mohs frozen section lab also a plus.

Duties of this full-time position would include:

- Greeting patients with a smile and accompanying to the examination room
- Assisting with outpatient surgical excisions and reconstructive surgeries
- Providing expert patient counseling and education regarding skin and wound care
- Coordinating patient triage, phone triage, and prior authorization
- Prepare and section frozen sections and coordinate lab responsibilities for Mohs surgery
- Providing general support to the clinic team

Job Location:

- This position would be based in Longmont, CO, and may require occasional commuting to our office in Centennial, CO and other potential locations as identified.

Required Education and Experience:

- Certified/Registered Medical Assistant or greater OR Four-year college degree (training and assistance with certification provided)
- Minimum one year medical assistant experience (dermatology strongly preferred)
- Comfort on iPad and Mac-based EHR system (Modernizing Medicine) as well as practice management software

Application Instructions:

- An interested candidate should send a (i) cover letter introducing yourself and your qualifications, (ii) resume, and (iii) compensation/hourly wage requirements to: [CODerm@coloradodermatology.com](mailto:CODerm@coloradodermatology.com). If you know your top 5 strengths from the Strengths Finder assessment, please provide those as well.
- Please submit application as soon as possible. Position open until filled.

Job Type: Full-time or Part-time

*last revised August 29, 2018*