

## **Medical & Office Assistant – Dermatology & Mohs Surgery**

Colorado Center for Dermatology & Skin Surgery – Centennial, CO or Longmont, CO

Our fun and caring team is seeking a Medical & Office Assistant who is excited about serving in healthcare.

A doctor-owned, multi-location practice, Colorado Center for Dermatology & Skin Surgery invests in our team members' continual learning and development as professionals. We believe that every individual's contribution matters greatly in the experiences and outcomes of our patients. Our team is committed to continually getting better at what we do and fostering a dynamic and upbeat culture.

### **Responsibilities include but are not limited to:**

- Communicate with patients and team members to facilitate an exceptional patient experience.
- Organize information and multiple tasks with attention to detail and problem-solve in a fast-paced environment.
- Professionally and warmly greet patients with a smile and accompany to the exam room.
- Room patients and review medical history, scribe, and assist with outpatient surgical excisions and reconstructive surgeries.
- Provide expert patient counseling and education regarding skin and wound care.
- Coordinate patient triage, phone triage, and prior authorizations.
- Provide general support to the clinic team, including sterilizing instruments and stocking exam rooms.
- Enthusiastically support the clinic, front office, and call center, including answering incoming phone calls, scheduling appointments, learning insurance coverage and benefits, and other front office duties as needed.

### **Qualifications:**

- Demonstrated interest or experience in healthcare. College degree, CNA, or CMA are a plus--we also provide a dermatology technician certification as part of our in-depth on-the-job training program.
- Prior medical assistant experience in a fast-paced medical office, including experience with surgical procedures, sterile prep, bandaging, and use of sterilization equipment is appreciated.
- Must have excellent attendance and communication skills and be consistently responsive using multiple forms of communication.
- Good at multi-tasking between patients, phone, and computer.
- Adept at learning and utilizing technology, including EHR, practice management software, G-Suite, Mac computers, spreadsheets, and other computer-based and online tools.

### **Job Location:**

- We currently have offices in Centennial, Greenwood Village, Littleton, & Longmont, CO. Pre-Health Track team members will rotate at all of our locations.

### **Application Instructions:**

- To be considered for this position, please complete all of the following required steps:
  - Click on this link (<https://www.cultureindex.com/c/7AhC0o36d0>) and complete a brief, 10-minute survey.
  - Send a (i) cover letter introducing yourself and your qualifications, (ii) resume, and (iii) compensation requirements to: [hiring@coloradodermatology.com](mailto: hiring@coloradodermatology.com).
- Please submit application as soon as possible. Limited spots available. Thank you.

*Compensation Scale: \$18-21/hour*

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