



Medical & Office Assistant - Mohs Surgery & Dermatology

Colorado Center for Dermatology & Skin Surgery – Centennial, 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. Our team is committed to continually getting better at what we do and fostering a dynamic and upbeat culture.

We are seeking a Medical Assistant & Office Assistant who is friendly, optimistic, and enjoys staying busy with a variety of tasks.

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:

- Four-year college degree (training and assistance with certification provided) OR certified medical assistant.
- Minimum one-year medical assistant experience in a fast-paced medical office, including experience with surgical procedures, sterile prep, bandaging, and use of sterilization equipment is preferred (dermatology strongly preferred).
- 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. This position is based in Centennial, CO but may require occasional coverage 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: hire@coloradodermatology.com
- Please submit application as soon as possible. Position open until filled. Thank you.

Last updated March 9, 2021