



Job description

As a Medical Assistant/LPN at the Ohio Skin Center you will be responsible for providing medical and administrative support to ensure efficient operation of the medical office. You will support the team and patients through a variety of tasks related to patient care management, organization and communication. The target is to complete all activities accurately, with high quality and in a timely manner.

Responsibilities

- Interview patients and document basic medical history
- Organize and schedule appointments
- Assist during medical examinations, surgical, and cosmetic procedures
- Ensure proper documentation and consents are completed and accurate
- Prepare and clean treatment rooms and medical instruments

Skills

- Knowledge of medical office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Social perceptiveness and service oriented
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in Google and patient management software

Qualifications

- Degree/ License as a medical assistant or licensed practical nurse
- Previous dermatology experience preferred