Job Posting
Medical Assistant

Dr. Christie Barner, L.Ac., DAOM
Bluestone Acupuncture, PLLC
44 West St
Warwick, NY 10990
845-986-7860
www.bluestoneacupuncture.com

Medical Assistant needed to join our team!

Requirements:

A positive and upbeat attitude and desire to deliver concierge level service to our patients is a must! Part time available now, growing to possible full-time.

Clear communication, attention to detail, and ability to prioritize tasks and work cohesively with the team are essential skills.

Experience with Excel, Word, EHR, scanning and uploading documentation, Medical Assistant training very helpful.

Duties include: scheduling, emails, processing payments and paperwork, filing and organization, inventory, phones and washing linens, maintaining office sanitation protocols, preparing treatment rooms.

Training will be provided in office sanitization protocols in-house. BBP, CPR, HIPAA training required before start of work.

Dress code: Attire at office is scrubs, comfortable shoes, with hair fastened back from face. Masks are worn at all times mandated by Covid, gloves when appropriate. All PPE provided.

Hours: alternate am/pm weekdays, and Saturdays. Job Type: Part-time Please

Send resume to: bluestoneacu@yahoo.com, or fax to 888.869.7956