



Medical Assistant 40 Hours

At Neighborhood Health Clinics our staff gets to be a part of an established practice and make a difference by providing quality care to those in need. No crazy shifts, no weekends or evenings, and we offer 8 paid holidays on top of an attractive benefits package.

We are looking for a full time, 40 hours per week, Medical Assistant.

Duties include, but are not limited to:

- Prior to patient's scheduled appointment, review chart and observe previous provider notes and orders. Ensure necessary prep work is complete.
- Administer prescribed medications and treatments per provider orders in accordance with nursing standards and Clinic protocols.
- Performs duties of Phone Nurse in accordance with triage protocol.
- Ensures exam rooms are clean and well-stocked with necessary supplies and materials.
- Provides ongoing teaching/counseling, including but not limited to: health status, immunizations, preventative health, etc.

Education Requirements

- Graduate of an accredited Medical Assistant program.
- 2 years of professional nursing experience in family practice, pediatrics, and/or OB-GYN, preferred.

Interested candidates should send a resume along with a cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260)969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.