



## MEDICAL ASSISTANT

*Full-time position four days per week; salary starting at \$24/hour, commensurate with experience*

SkinCare Physicians is currently seeking a full-time, positive, knowledgeable, and team-oriented Medical Assistant to join our team. This position is an excellent opportunity for pre-med students or recent graduates taking a gap year in preparation for medical school.

### MEDICAL ASSISTANT - QUALIFICATIONS

- High school diploma or equivalent
- At least 2 years of experience in a healthcare setting
- Excellent communication and interpersonal skills
- Strong organizational skills and time management skills
- Ability to manage multiple tasks efficiently in a fast-paced environment
- A team player with a passion for inclusive, compassionate care
- Ability to stand and/or move around throughout the majority of shift
- Mandatory Covid 19 vaccination policy in place, including any boosters

### WHY YOU SHOULD APPLY

- Exceptional, respectful, and inclusive workplace culture that encourages you to give your best while respecting work-life balance
- Explore opportunities for learning and development through in-house training and hands-on exposure to a highly skilled medical and clinical team
- Enjoy valuable and comprehensive benefits, 401(k) plan with profit sharing, tuition reimbursement, generous PTO and holidays, pet insurance, and free parking
- Treat yourself to complimentary or discounted treatments and products!

### MEDICAL ASSISTANT - JOB RESPONSIBILITIES

- Greet patients and escort them to exam room
- Obtain patient history and chief complaint
- Assist physician/provider during patient examinations, biopsies, surgical procedures, cosmetic consults, cosmetic and laser procedures
- Ensure patient EMR is complete, including patient history, consent and visit note
- Prepare and maintain exam rooms, equipment, and supplies
- Maintain efficient patient flow
- Perform patient and family education and counseling including management/plan of care, side effects, treatments, medications and follow up care
- Ensures compliance with applicable regulatory agency standards (e.g., OSHA, CLIA, HIPAA, etc.)

### ABOUT SKINCARE PHYSICIANS

SkinCare Physicians is a comprehensive, state-of-the-art center for dermatology, cosmetic and laser procedures, dermatologic and skin cancer surgery, and medical aesthetics. Our commitment to excellence, along with the credentials and experience of our skilled physicians and support staff, are what make SkinCare Physicians one of the premier dermatology facilities in greater Boston – and the world.



At SkinCare Physicians we believe that it is through the efforts of our employees that we have become a leader in the field of medical and cosmetic dermatology. Our state of the art and world-renowned practice is always looking for people who are committed to supporting our mission of providing the best possible personalized service to our patients along with ethical, skilled, and comprehensive care. Only by making our employees successful will we make our patients satisfied and achieve our organization's mission.

Our expectation is that all employees will support SkinCare Physicians' mission, vision, and values by exhibiting the following behavior: excellence and competence, collaboration, teamwork and team building, innovation, respect, personalization, commitment to our patients, and accountability and ownership. SkinCare Physicians is an equal opportunity employer, dedicated to building an inclusive and diverse workforce.

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***If you are interested in learning more about this position, please send your resume and cover letter to [HR@skincarephysicians.net](mailto:HR@skincarephysicians.net)***