



**Role:** Certified Medical Assistant I  
**Department:** Operations  
**Job Code:** Full Time  
**Location:** Medical Practice  
**Reports:** Operation Manger  
**Pay Grade:** \$23.00 (Based on Experience)  
**FLSA:** Exempt

### **About the Job**

#### **Essential Functions of the Certified Medical Assistant I**

Crandell's Enterprises Inc (CEI) is North Carolina's #1 group home health care company, is currently searching for a Certified Medical Assistant I to be part of the health care team in Wake County at our medical practice. Become part of an inclusive organization whose mission is to improve the health and well-being of the unique communities we serve.

Provides routine direct and indirect patient care in clinic setting. All work performed is under the direct supervision of a registered nurse and/or advanced practice provider.

#### **Responsibilities:**

##### **Clinical duties:**

- The CMA collects medical histories, monitors vital signs, explains treatments to patients, and prepares them for exams and procedures.
- Patient care support may include assisting medical staff, gathering and preparing lab samples, conducting basic lab tests, performing EKGs, removing sutures/staples, changing dressings, educating patients and families about care, and documenting in records.
- Additional tasks include disposing of contaminated supplies, processing instruments, cleaning medical equipment, calling in prescriptions, preparing and giving medications as instructed by the doctor, and handling prescription refills.
- Performs other clinical tasks as assigned by the provider.
- When needed, the CMA will aid patients in reality orientation, participate in behavior modification plans/therapy, provide verbal de-escalation of potentially aggressive patients; to ensure that emotional and safety needs of patients are met.



Administrative duties:

- The CMA greets patients, answers calls, schedules appointments, checks in/out patients, and handles referral scheduling. They coordinate lab services and update medical records. The CMA also completes forms, manages billing tasks like receiving copays and collecting balances, handles correspondence, and orders supplies.
- Additional administrative tasks may be assigned, and the CMA may assist with clinic activities,

**Education Requirements:**

High School diploma or GED

**Licensure/Certification Requirements:**

Certification by AAMA, AMT, NHA-CCMA, NCMA or ARMA required.

Basic Life Support (BLS) for Healthcare Provider certification

Knowledge of AthenaHealth electronic health records (EHR) system is a plus

**All are welcome!**

**CEI values a diverse and culturally competent workforce. We are proud of our commitment to being an equal opportunity, affirmative action organization that does not discriminate against applicants on the basis of any protected class status, including disability status and protected veteran status. Individuals with diverse backgrounds and those who promote diversity and a culture of inclusion are encouraged to apply.**

**EEO Statement**

**Our facility provides equal employment opportunities. We are committed to complying with all state, federal, and local laws that prohibit discrimination in employment, including recruitment, hiring, placement, promotion, transfers, compensation, benefits, training, programs, reductions in workforce, termination, and recall. Our facility strives to provide equal opportunity for employment to all individuals who are properly qualified and able to perform the duties of their employment, without regard to employees' legally-protected characteristics ("protected class") including: age, sex, race, color, creed, religion, national origin, ancestry, citizenship, marital status, pregnancy, medical condition, physical or mental disability, sexual orientation, gender identity, sex stereotyping, or genetic information.**