



## CERTIFIED MEDICAL ASSISTANT-JOB DESCRIPTION

JOB TITLE:	Certified Medical Assistant (CMA)
REPORTS TO:	Clinic Manager
JOB OVERVIEW:	The CMA plays a vital role in supporting Clinicians and ensuring a seamless, high-quality patient experience at RCOSP. This position is responsible for assisting with patient care, clinical procedures, documentation, and treatment room readiness while maintaining strict safety and compliance standards. This role requires strong communication skills, attention to detail, adaptability, and a commitment to delivering exceptional care in a fast-paced clinical environment.
RESPONSIBILITIES AND DUTIES:	<ul style="list-style-type: none"> <li>• Learn and utilize knowledge of all treatments performed at RCOSP to properly assist the Providers and answer questions from patients and other staff</li> <li>• Room clinic patients</li> <li>• Maintain accurate records and documentation on EMR</li> <li>• Assist with procedures, charting and post-calls</li> <li>• Clean, sterilize and “turn over” treatment rooms</li> <li>• Keep treatment rooms stocked and assist in maintaining adequate inventory</li> <li>• Work with the Providers and Clinic Coordinators to maintain and adequately display products, brochures, displays and all other applicable information in all areas</li> <li>• Ensure safe laser/bloodborne pathogen/OSHA protocols are followed</li> <li>• Positively communicate clinical and operational issues to ensure the team is fully informed and addressing issues appropriately.</li> <li>• Assist with special events and attend pertinent educational opportunities as requested, occasionally outside of normal business hours.</li> <li>• Assist with Clinic Coordinator duties when requested.</li> </ul>
QUALIFICATIONS AND ABILITIES:	2+ years of CMA experience, working directly with patients and Clinicians, in a fast-paced clinical setting. Higher consideration if experience in Dermatology, Plastic Surgery or Aesthetics.
SCHEDULE:	32-40 hours/week, 4-day work week
WAGES:	\$20-\$23/hour starting based on prior experience 6-month probationary period with potential increase thereafter
BENEFITS AND PERKS:	Paid vacation/holiday/sick/personal time Health insurance stipend Wellness stipend 401K with 4% match + fully vested at onset Profit sharing bonuses Uniform reimbursement Treatments/products fringe benefits