

02-20-15, 09:38AM, 7:00 PM 1000

**ANNOUNCEMENT  
TO ALL AKDHC EMPLOYEES**

**INTERNAL JOB POSTING**

**Medical Assistant Opening at our Pima Office Location**

We have a job posting to announce for any internal AKDHC employee who is interested prior to posting with an outside recruiter.

**Please contact: Socorro Griffith at 602-525-4335 or email your resume to [sgriffith@akdhc.com](mailto:sgriffith@akdhc.com)**

The position is Medical Assistant at our Pima Office located at:  
8415 N Pima Rd, Suite 150, Scottsdale, AZ 85258

**The following are key responsibilities of the Medical Assistant:**

- Perform patient care activities, such as back office check-in, check-out, prescription refills, anemia and iron management, procedure schedules and patient education.
- Interview patients, measure vital signs, such as pulse rate, temperature, blood pressure, weight, height, and medication list; record information in patients' charts/IC-Chart & DocTalk to include urine tests per Clinitek.
- Notify physician of changes in patient's clinical status and/or abnormal test results.
- Process medical record requests from patients, referring physician offices and attorneys.
- Check in patients efficiently collecting and recording co-pays appropriate insurance information.
- Maintain a positive working relationship with primary care physicians and referring physician offices.
- Monitor dictation process by maintaining accurate dictation logs, ensuring physician review and signature, mailing report and scanning dictation in to patient files.
- Complete clerical tasks including but not limited to distributing mail and reports, filing, scanning, scheduling, data input, answering phones and general support to all office personnel.
- Maintain office equipment, office and medical supplies through efficient inventory management.
- Process Hospital Disposition Report.
- Obtain consult information, relay as needed and confirm consult completion with physician.
- Mail recall and no-show letters to patients; follow up with patients and/or primary care physician as needed.

**AKDHC/slg**  
Internal posting 02/20/2015