

# Community Physicians Group

Community Physicians Group is now taking applications  
for the following position:

## **Registered Medical Assistant PRN – Called in as needed Siloam Springs Medical Center**

Reports to: Office Manager

Educational Requirements:

- Minimum – High School diploma or the equivalent.
- Arkansas License in good standing
- Proven previous job history

Primary Responsibilities:

- Check in patients in accordance with office procedures
- Administer injections (pediatrics through geriatrics)
- Charting and obtain ABN when appropriate
- Perform EKG, blood pressure, Phlebotomy, and lab
- Perform dressing changes
- Removal of staples/sutures
- Assist provider with surgical procedures/minor emergencies
- Cleaning and sterilization of instruments
- Stock, clean, & sterilize rooms
- Return patient phone calls
- Order patient prescriptions & assist with patient assistant programs
- Assist with inventory and ordering supplies
- Assist with answering phones and appointment scheduling
- Ability to stage 25 – 35 patients per day
- All other duties as assigned

Interested applicants should contact Melissa Walker at 479-524-3141

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