

Medical Assistant – Per Diem

A key member of the healthcare team the Medical Assistant is responsible for assisting patients to the exam rooms, vital signs, assisting during exams, and other duties as directed to support CHP physicians, LPNs and RNs care teams. The Medical Assistant supports the mission, values, and vision of CHP.

The ideal candidate will possess the qualities:

Interpersonal Skills:

- Maintains confidentiality
- Professional, welcoming, and pleasant personality.
- Contributes to building a positive team spirit.

Oral and Written Communication:

- Responds well to questions.
- Takes careful and accurate notes.
- Follows up on messages and ensures delivery of messages.
- Composes/types letters if requested by administration

Education and/or Experience: Massachusetts Medical Assistant Certification is required. Medical office experience preferred, Patient Centered Medical Home experience or knowledge is a plus, Electronic record experience is a plus. CPR is required.

Positions: Per Diem – may include nights and weekends

Location: Practices throughout Berkshire County

Salary: Commensurate with experience.