

Patient Care Assistants

Trillium Creek Dermatology is a fast-paced, high-energy dermatology practice. Previous experience is not necessary. Learn from the experts during your paid, on-the-job training.

Location: Wadsworth & Medina Offices

Wadsworth: 300 Weatherstone Drive, Wadsworth

Medina: 5783 Wooster Pike, Medina

Hours and Pay:

- Work 4 weekdays with overtime available (7:30 am – 5:00 pm)
- \$18 - \$22/hour (Dependent of qualifications)

Benefits:

401k, 401k matching up to 4%, paid vacation, health, vision, dental, Aflac, 3 sets of uniforms provided, paid major holidays, free dermatologic care for employee and immediate family, discounted cosmetic procedures and boutique products, and annual merit increases.

General Job Duties of Patient Care Assistants

- Provide the highest patient care that includes: checking schedules, taking patients to the exam room, keeping track of how many patients are roomed, preparing for exam, collecting patient history, assisting providers during exams and procedures, charting on the iPad, and relaying instructions to patients/families.
- As a patient care assistant at our practice, you will also be required to assist in the following areas: sending patient medical records, obtaining lab reports, referral information, scheduling appointments, and reviewing charts to ensure patient information is correct.
- Additional day-to-day responsibilities will include: setting up instruments and cleaning exam rooms along with requesting items to restock exam room, returning patient calls and questions. As well as working side-by-side with other team members to promote a positive and efficient work environment.
- Treating our patients and having the highest regard for customer service: respecting patient rights and sharing problems relating to patients and/or staff with immediate supervisors quickly.
- Other titles include clinical assistant, medical assistant, health care assistant.

Qualifications:

- High school diploma
- Detail-oriented, efficient, good communication skills
- iPad skills
- Likes to work with people

Physical Requirements:

Prolonged standing, ability to handle stressful situations when patients are unhappy and/or frustrated. Handle all medical aspects in the dermatology setting.

Send resumes to: HR@tcoho.com or Trillium Creek Dermatology Attn: Jessica 5783 Wooster Pike Medina, OH 44256
www.tcoho.com