



We are a growing dermatology practice seeking a Dermatology Medical Assistant and Patient Ambassador to aid with patient care duties including scheduling appointments, escorting patients, documentation in the electronic medical record, and assisting in patient visits and dermatology surgical procedures (including dermatologic surgery, Mohs surgery, cutaneous reconstruction, laser procedures, and cosmetic dermatology procedures). In this vital role, a successful candidate will act as an ambassador of the practice to patients.

This is a great opportunity for ambitious post-graduate candidates who wish to pursue further medical training such as Medical School or Physician Assistant School. Excellent candidates will gain valuable clinical and patient care experience.

The ideal candidate is reliable, honest, hardworking, detail-oriented, flexible, good humored, and patient-centered. We are looking to grow our excellent team with members who are eager to contribute to top-quality patient care and ultimately the success of the practice. A willingness to learn and grow with the practice over the long term is a must!

Please note that this role is **NOT** intended for current college students looking for a summer role or part-time work while attending classes.

Required Skills:

- Experience and willingness to establish and maintain a highly professional but enjoyable work environment
- Experience and excellence with patient and customer service-related interactions.

Helpful Skills (Not Required):

- Experience with EMR systems for scheduling and charting
- Experience with HIPAA
- Experience and detailed knowledge of patient flow and patient care operations
- Experience and detailed knowledge of patient safety, medical office sanitation, and OSHA.

Interested Candidates:

Please send us an email with your CV attached to **manager@districtderm.com**