



**Healthcare Associates in Medicine,  
A Division of Orlin & Cohen Medical Specialists Group**

**Job Title:** Medical Assistant                      **Department:** Orthopedics/Neuroscience/Pain Management  
**Reports to:** Director of Clinical Services

**Job Summary:**

Healthcare Associates in Medicine, a division of Orlin & Cohen Specialty Medical Group, located in Staten Island, NY, is seeking a full-time Medical Assistant. This is a great opportunity to learn and grow as a Medical Assistant. Prepares patients to see physicians, facilitates lab tests and paperwork as needed, and assists Clinical Services supervisors with clinical and administrative duties as directed. EOE - We offer a competitive salary including a wide range of benefits, 401k, and paid time off. Must be willing and able to commute once a week to Manhattan and New Jersey (travel reimbursement will be provided), work all shifts, occasional evening and weekend work.

Full-time positions will be scheduled to work 42.5 hours per week. Part-time positions will be scheduled to work 24 hours per week. Days and hours of work will be determined at the time of hire. This position is located on Staten Island, NY. This full-time position will offer a competitive salary, Paid Time Off, and a full range of benefits. EOE

**Education/Experience:**

- High school diploma or General Equivalency Diploma (GED) required.
- Medical Assistant Diploma - And / Or - RMA, AMT, or AAMA Certification preferred.
- BLS Certification.
- Minimum of 1 year of recent experience working in a medical facility as a medical assistant and the completion of an approved program in “medical assisting” to include meaningful internships and externships.
- Knowledgeable and comfortable using computer applications to include: practice management systems, electronic health records, and related software. Knowledgeable in Microsoft Office applications, use of email, and online systems.
- Familiar with the regulations and requirements for OSHA and HIPAA and aware of the compliance requirements as enacted by Federal, State, and local jurisdictions.
- Understands suitable and appropriate appearance demonstrates good communication skills, capable of writing instructions for patients consistent with directions provided by licensed providers, works well with others.

**Skills and Responsibilities (include but are not limited to):**

- Fulfills patient care responsibilities, including greeting, checking schedules, and organizing patient flow.
- Accompany patients to exam/procedure room and assist with walking transfers, dressing, collecting specimens, preparing for exams, etc.
- Collecting and updating patient history and medical records.
- Taking and recording vitals.
- Assisting physicians with ambulatory surgeries.



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- Handling correspondence, billing, and other required administrative documentation.
- Preparing patients for examination.
- Applying or removal of sutures, dressings, casts, splints, or other devices at the direction of the provider.
- Providing, instructing, and explaining pertinent information to patients and/ or family members. Such as; medications, appointment follow-ups, scheduling appointments, referrals, etc.
- Instructing patients about medication, special diets, and exercise programs and services.
- Replenishes supplies – stocks sterilizes and cleans exam rooms and instruments.
- Performs other related duties as required and assigned.

**Work Location:**

- One location

**Administrative Duties:**

- Scheduling
- Insurance verification
- Answering phones

**Clinical Duties:**

- Sterilizing instruments

**Travel Between Offices:**

- Rarely

**Work Remotely**

- No

\*COVID-19 Vaccination is required.

**Job Type:** Full-time

**Pay:** \$17.00 - \$21.00 per hour

**Benefits:**

- 401(k)
- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

**Schedule:**

- 10 hour shift



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- 12 hour shift
- 8 hour shift
- Day shift
- Evening shift
- Monday to Friday
- Weekend availability

**Education:**

- High school or equivalent (Preferred)

**License/Certification:**

- BLS Certification (Preferred)
- Certified Medical Assistant (Preferred)
- CPR Certification (Preferred)

**Work Location:** One location

*Equal Opportunity Employer*