



JOIN OUR TEAM!

We are looking for a Medical Office Assistant, Medical Assistant (MA), or Phlebotomist to join our team!

We firmly believe that our clinic is one of the best primary care clinics at which to work in the metro because we are a direct care practice! We have no insurance billing, no prior authorizations, and no filling out endless forms and checkboxes for metrics. Freeing ourselves from third-party payments means we are 100% patient-centered, caring for our patients and showing them respect at every point in their healthcare journey.

Join us in delivering the kind of outpatient care you always wished you could provide in a friendly and supportive environment!

SKILLS, ROLE, AND DUTIES

Skills: First and foremost, we're looking for someone who enjoys coming to a job each day where they get to actually help and care for people in a healthcare setting -- without the burden of insurance and other third parties. Qualified applicants will have the following skills:

- Service-oriented; has a can-do attitude
- Team player; works well as a member of a team in a dynamic, ever-changing small business environment
- Good on the phone; thrives while talking and interacting with customers
- Professional and poised; presents him/herself professionally and remains calm while interacting with difficult customers or handling customer complaints
- Computer applications; proficiency in the Google Suite of services (Google Docs, Gmail, Sheets, etc.)
- Critical thinking and prioritization; able to identify, articulate, and escalate issues
- Attention to detail; capture, document, and communicate information precisely and keep work areas clean and free of clutter.
- Ability to multi-task; can handle a dynamic activity and workload in a fast-paced environment



- Clear communication; excellent English verbal and written communication skills and excellent spoken Spanish.

Role: This employee's primary duty will be to support the clerical logistics and flow of the clinic and the physicians with a customer-service mindset and, when needed, to step in to help with clinical duties such as taking vitals, rooming patients, and -- depending on skill set -- performing blood draws, point-of-care testing, and injections.

Duties: The following is a brief list of duties of this job; as with any description or list, as time goes on there may be tasks removed or added.

Clerical tasks include:

- Requesting and receiving records
- Coordinating referrals to outside hospitals and providers
- Coordinating and managing the clinicians' schedules
- Thorough documentation in our EHR, Atlas.md
- Greeting patients on arrival, creating a hospitable environment, and preparing patients for the clinician's examination.
- Answering the phone and providing information to patients and potential patients.
- Keeping work and clinical areas organized, clean, and well stocked.

As needed, clinical tasks may include:

- Maintaining an orderly, efficient, and timely flow of patients
- Instructing patients and assisting in collection of samples and tests
- Taking vitals & guiding patients to the exam room
- Relaying medical instructions to patients and family
- Once properly trained (if no prior experience), phlebotomy

HOURS & START DATE

We hope to hire for this position before the end of March, 2020. Position hours are (tentatively):

Monday	8:30 - 4:30p
Tuesday	8:30 - 4:30p or 8:30 - 8:00p*
Wednesday	8:30 - 4:30
Thursday	8:30 - 4:30
Friday	8:30 - 12:00p or 8:30 - 4:30p*



**Staff are expected to alternate late shifts on Tuesdays; those who work late on Tuesdays leave at noon on Fridays.*

No weekends or call!

We are a growing company, so we may change and adjust hours as time goes on.

BENEFITS

- Hourly wages paid via W2
- Paid time off for vacation and sick leave
- Paternity leave for those employed > 1 year
- Matching retirement contributions for those employed > 1 year
- Healthcare through membership coverage to a direct primary care clinic
- Continuing education reimbursement and licensure costs

EXPERIENCE

- One to three years experience in the healthcare setting is preferred. Experience in an outpatient primary care or urgent care practice is preferred.

CERTIFICATE/LICENSE/REQUIREMENTS

- If the applicant has clinical training, appropriate licensure in Kansas is required and Missouri is preferred.
- BLS certification
- TB testing within the last year
- Influenza vaccine within the last year

INTERVIEW PROCESS

Please provide a cover letter answering the question: “Why do you want to work at Kansas City Direct Primary Care?” and, as a screening to see if you’ve read this entire job description, a comment on if you drink coffee, and if so – do you take cream or sugar? :) – We try to not take ourselves too, too seriously around here!

Positively screened candidates will be asked to interview via videoconference as soon as convenient. Those offered interviews should be ready with 3 references (one supervisor, one colleague, and one personal reference) at the time of the interview.