



ENT Associates of Santa Barbara is a medical office seeking a highly personable Medical Assistant to join our team of professionals.

Our Mission:

Our mission is to improve our patient's quality of lives through expert treatment of ENT conditions. Our highly skilled professionals work with patients of all ages, children to senior, to ensure their health and happiness.

Medical Assistant Job Responsibilities:

- Record patient vital signs, changes in medical conditions and document physician notes
- Prepare, sanitize and stock exam rooms for clinical procedures and assist physicians with patient care
- Assist physicians during routine checkups, outpatient procedures and other physical exams
- Prepare and administer medications under the direction of supervising physicians, and communicate with local pharmacies to work on patient prescriptions
- Take tissue and fluid samples and send them in for laboratory analysis
- Manage office telephone systems, including answering calls and returning messages, scheduling patient appointments and maintaining communication to confirm future appointments.

Job Qualifications:

- Ability to type fast, between 45 and 65 WPM.
- Interpersonal skills to interact with patients, families, physicians and co-workers in a courteous and compassionate manner
- Verbal skills to effectively convey sensitive information in a courteous manner in person or on the telephone
- Ability to follow proper channels of policies & procedures, communication & work standards
- Ability to work overtime
- Ability to be punctual and maintain a satisfactory attendance record
- Skill in maintaining a harmonious work atmosphere and practicing excellent customer service
- Ability to organize tasks to facilitate smooth work/patient flow
- Knowledge of medical terminology
- Ability to work in a fast paced environment

*Applicants please email cover letter and resume to Hiring Manager, Yvette Casas
yvettehssb@gmail.com*

Pediatric and Adult ENT | Certified, American Board of Otolaryngology
Disorders of the Ears, Nose, Throat, Sinuses, Voice, Hearing, Dizziness, Head and Neck Surgery