

<b>Job Title:</b>	CMA	<b>Location:</b>	Cromwell Medical Clinic
<b>Level/Salary Range</b>	\$19.00-\$26.00, depending on experience	<b>Travel Required:</b>	No
<b>Position Type:</b>	Regular, Part Time	<b>Shift:</b>	Days
<b>Date Posted:</b>	02/15/2025	<b>Application Deadline:</b>	Until filled

**Please submit: Application preference, cover letter, resume and salary requirements email or US mail**

**Email:**  
 lpelkey@cromwellmedicalclinic.com  
 Subject Line: Medical Assistant  
 Attention: Leeanne Pelkey

**Mail:**  
 Cromwell Medical Clinic  
 PO Box 116  
 Cromwell, MN 55726

**Job Description:** Cromwell Medical Clinic is looking to add a qualified and reliable team member to assist in providing high level medical care in a family practice setting. This position includes providing direct patient care to patients in our clinic, as well as other duties as assigned.

**Roles and Responsibilities:**

- Effectively interacts with patients, their families and all health team members.
- Responsible for rooming patients, collecting vitals, ensuring that all appointment paperwork is completed and that the chart is updated properly.
- Responsible for drawing and collecting blood samples from patients and preparing specimens for laboratory processing.
- Additional responsibilities include INR draws, equipment sterilization, administering immunizations/injections and assisting in procedures as needed.

**Minimum Qualifications & Education Requirements:**

- 2 Years experience preferred in a clinic setting, but also willing to train as needed in clinic protocol including lab draw, specimen collection, etc.
- Valid Minnesota certification of completion of an accredited Medical Assistant program
- Current BLS or ability to obtain within 90 days
- Must demonstrate ability in taking patient vitals, injections/immunizations, charting and documentation, infection waste handling, sterile technique and routine lab procedures including collection.
- Must be able to exert at least 40 pounds of force to assist patients. Frequent bending, stooping, reaching and/or lifting involved.
- Ability to establish effective working relationships with patients, medical staff and the public. Ability to react calmly and effectively in emergency situations. Additionally, must work as part of a team in all aspects of patient care. This includes assisting other staff as needed.
- Ability to communicate clearly and provide necessary instructions to patients and to maintain strict confidentiality.
- Ability to use computer programs necessary to navigate our electronic charting system, spreadsheets, etc.
- Ability to multi-task and prioritize competing job tasks to ensure that deadlines are met in the most efficient manner possible.

**Job offers are contingent upon successful completion of a post-offer assessment, including a urine drug screen, immunization review, proof of required vaccinations per applicable regulations and mandates, and background check.**

**Cromwell Medical Clinic is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, sexual identity, national origin, disability, protected veteran status, or any other characteristic protected by law.**