

Paramedic Opportunity

POSITION SUMMARY:

The Bravo Health Advanced Care Center (BHACC) is seeking a highly organized, friendly Paramedic who can efficiently multi-task in a fast-paced outpatient care clinic. This position will work interdependently with other health care professionals to provide quality health care to the patient. The Paramedic will provide both administrative and clinical skills in the care environment.

DUTIES AND RESPONSIBILITIES:

- Answer phones; respond to direct requests for information and/or forward messages to appropriate staff.
- Schedule appointments, greet patients, complete registration forms, and give instructions.
- Arrange for hospital admission and outside referrals for the physician.
- Calling or entering prescriptions to the pharmacy for the physician.
- Measuring and recording vital signs.
- Recording patient interview, history and chief complaint.
- Providing patient education with regards to office policies, medications, management of diseases, home treatments, and special diets.
- Preparing patients for examinations and performing routine screening tests.
- Assisting the physician with exams and minor office surgery.
- Phlebotomy, performing basic lab tests including EKGs and assisting with x-ray and physical therapy procedures.
- Preparing and administering medications with physician's authorization.
- Change dressings, apply bandages, removing sutures, and other first aid procedures.
- Maintaining supplies, equipment, stocking, and sterilizing instruments.
- Organize and manage files containing confidential health information.
- Draft and type correspondence such as letters, memorandum and emails and maintain and update spreadsheets, databases, and other information related to systems or programs as needed.
- Adhere to OSHA safety standards.
- Other duties as directed

MINIMUM QUALIFICATIONS:

- Paramedic training required.
- Associates Degree required, B.A. preferred.
- Successful experience working in a medical office environment with challenging clients; direct physician office a plus but not essential.
- Must be able to complete initial patient service training.
- CPR training & certification.
- Service-oriented attitude is necessary; must be consistently friendly and attentive.

- Must be able to communicate clearly both orally and in writing.
- Able to react quickly in emergencies; must be able to quickly identify appropriate staff when crisis situations arise.
- Able to efficiently prioritize multiple high-priority tasks.
- Proficiency with Microsoft Office applications (Word, Excel, Outlook, and PowerPoint).
- Willingness and capacity to learn new Electronic Medical Record software tools.

Contact: valerie.bender@bravohealth.com or apply online at www.bravohealth.com (click on careers)