



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

# Employment Opportunity

*Medical Assistant 2*

*TB Clinic*

*Position #00213379*

**Summary:** Under general supervision, performs administrative and certain clinical duties under the direction of the physician on duty. Handles front office duties which include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Assists in the clinic by taking and recording vital signs and medical histories, preparing patients for examination and drawing blood. Adheres to HIPAA regulations. This position works to promote the health and safety of the residents of Cobb and Douglas Counties. **Essential Functions:** Records patients' medical history, vital statistics, and information such as test results in medical records. Performs front office duties which include patient intake, screening, answering telephones, and scheduling appointments. Prepares treatment rooms for patient examinations, keeping the rooms neat and clean. Interviews patients to obtain medical information and measure their vital signs, and weight. Cleans and sterilizes instruments and dispose of contaminated supplies. Shows patients to examination rooms and prepares them for the clinician. Collects blood or other laboratory specimens, logs the specimens, and prepare them for testing. Receives additional training, as required, to gain full proficiency and experience in all areas.

**Minimum Qualifications:** Vocational/Technical degree in medical assisting from an accredited college AND One year of related experience OR High school diploma or GED AND Two years of related experience.

**Preferred Qualifications:** Experience in the specific program area of the position is a plus. Knowledge and usage of computers and Windows software-related programs. Medical experience, patient registration, and customer service experience. Medical Assisting Certificate. Fluent in English and Spanish.

**Salary Information:** \$27,312.31 annual / Pay Grade F

**We Offer:** Exceptional opportunities along with excellent benefits, which include: 11 paid holidays, annual and sick leave accrual. Educational leave. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and childcare spending accounts can be established in addition to deferred compensation options. Learning and growth opportunities. Employee recognition program. Diverse workforce. And much more!

**Applications Accepted:** March 22, 2021 – April 21, 2021

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdph-ess.com](http://www.cdph-ess.com). Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

[Camilla.Barnes@dph.ga.gov](mailto:Camilla.Barnes@dph.ga.gov)