

# EL RIO

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## HEALTH

**COMPANY NAME:** El Rio Health

**JOB TITLE:** Medical Assistant (MA)

**JOB DESCRIPTION:**

The Medical Assistant (MA) completes the steps and actions of the patient intake process including documenting patient responses to inquiries and other patient information into the patient's Electronic Health Record (EHR), completes provider orders, completes administrative and non-clerical activities documented through the clinical operations system(s) and performs other actions and duties allowable and authorized per El Rio's policies and procedures and by El Rio providers and supervisors.

**SALARY:** \$15.75 - \$20.27 (DOE)

**APPLICATION QUALIFICATIONS:**

Minimum Required Experience, Education and Certification/Licensure:

- High School Diploma or G.E.D.
- A Medical Assistant Certificate from an approved and accredited educational institution.
- A CPR certificate for healthcare providers from an approved program.
- Employees may be required to have reliable transportation and a valid Arizona Driver's License.

**HOW TO APPLY:** [www.elrio.org/careers](http://www.elrio.org/careers)

**DATE:** 01/31/2022

2797 E Ajo Way, Tucson, AZ 85713

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities