

Certified Medical Assistant

Campbellsville, KY

Lebanon, KY

Job Type: Full-time

Pay: \$15.00 – \$18.00 per hour

Expected hours: 38.5 – 40 per week

Work Type: In Person

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- On-the-job training
- Opportunities for advancement
- Paid time off
- Professional development assistance
- Vision insurance

Full Job Description

Overview

At One Cross Community, we are dedicated to serving our community with excellence, compassion, and a positive culture that supports both patients and staff. As we continue to grow, we are looking for a Certified Medical Assistant (CMA) who is motivated, compassionate, and committed to making a difference.

Position Summary

As a CMA, you'll play a key role in ensuring patients receive excellent care and that our clinic runs smoothly. Responsibilities include:

- Recording patient information (vital signs, weight, medical history updates)
- Preparing and cleaning exam rooms between visits
- Assisting providers during patient exams and procedures
- Supporting the front office with scheduling, insurance verification, check-in/out, and answering phones when needed



- Maintaining compliance with clinic policies, procedures, and safety regulations
- Contributing to our positive, team-oriented culture
- Other duties as assigned

What We're Looking For

- Certified Medical Assistant (preferred)
- CPR certification (preferred)
- At least 1 year of experience in a medical office setting (preferred)
- Familiarity with EHR systems and medical administrative processes.
- Strong communication, teamwork, and organizational skills
- A self-starter with a positive attitude and eagerness to learn
- Reliable and committed to providing compassionate care
- Ability to work effectively in a fast-paced environment while maintaining attention to detail.

Join our team dedicated to providing exceptional patient care. Your expertise as a Certified Medical Assistant will play a crucial role in enhancing the health and well-being of our community.