

Job Title: Medical Assistant, Float

Employment Type: Full-time

Schedule: Monday to Friday

Location: On-site in Homewood, AL.

Travel: Travel to satellite clinic locations is required; candidates must have reliable transportation and flexibility in scheduling.

Job Description:

Birmingham Gastroenterology is seeking a compassionate, reliable Certified Medical Assistant (CMA) to join our clinical team. This role is vital in supporting both patients and providers by delivering high-quality care in a fast-paced, team-oriented medical environment. The ideal candidate will be skilled in both administrative and clinical functions, uphold the highest standards of professionalism and courtesy, and contribute to a positive patient experience.

Key Responsibilities:

- Support the provider with administrative and clinical tasks to ensure efficient patient care
- Schedule follow up appointments and procedures, including obtaining prior authorizations and precertification
- Serve as the liaison for patient-provider communication, addressing clinical questions, delivering test results, and communicating with the patient via phone and portal messages
- Accurately document patient information, medical histories, and medications in the EMR
- Complete assigned EMR tasks, respond to messages, and review open orders in a timely and organized manner
- Assist providers with exams and in-office procedures such as rectal exams, hemorrhoid banding, TB tests, breath tests, etc.
- Process new prescriptions and refills through per protocol
- Coordinate referrals, request medical records, and communicate with external facilities and referring providers
- Maintain accurate, up-to-date patient records and ensure protocol compliance
- Provide patient education and ensure a smooth checkout process with clear follow-up instructions
- Respond to phone calls and messages professionally and promptly
- Demonstrate strong multitasking and teamwork skills in a fast-paced clinical environment
- Perform additional administrative and clinical duties as assigned

Qualifications:

- Certified Medical Assistant (CMA or CCMA) or a minimum of 5 years of relevant clinical experience in a similar role– Required
- Previous experience in a medical office or clinical setting – Required
- Excellent communication skills with comprehensive knowledge of medical terminology- Required
- BLS certification - Preferred
- Proficient with EHR systems and able to type 35–60 wpm - Preferred
- Ability to thrive in a high-volume, patient-centered practice - Preferred

Benefits:

- 401(k) with match after one year
- Health, dental, and vision insurance
- Paid time off
- Supportive team environment with opportunities for growth