

LifeHealth

Good health is good business®
5951 S MIDDLEFIELD ROAD, SUITE 102
LITTLETON COLORADO 80123

LifeHealth is seeking Medical Assistants willing to travel (throughout their home State, surrounding States or throughout the United States), to perform routine front and back office duties in support of disability compensation examinations for the Department of Veteran Affairs (VA), for Veterans, Wounded Warriors and/or Soldiers preparing to separate from the military(Claimants).

LifeHealth Offers:

- Full time and part time opportunities
- Competitive hourly rate of pay for all time worked to include travel to and from locations
- Meals, lodging and travel covered by company
- Robust company health insurance plan (FT); cash in lieu of benefits (PT)

Essential Duties and Responsibilities

- Performs routine procedures to obtain claimant's medical history: i.e. assisting in the examination process, interview patients, measure vital signs; draw and collect blood samples from patients, prepare specimens for laboratory analysis, conduct a variety of diagnostic tests, records information on patients' charts; etc.
- Performs standard diagnostic procedures accurately, efficiently, and with the highest quality including but not limited to: 12-lead electrocardiograms, proficient venipuncture, and preparation of lab specimens for laboratory courier, pulmonary function test (PFTs), arterial flow Doppler studies, and other clinical diagnostic studies assigned to meet the needs of the organization
- Performs housekeeping functions such as: changing exam room table paper, upkeep of cleanliness of the entire office (exam rooms, bathrooms, waiting area, front office, lab room, etc.), ensuring all equipment is clean and presentable
- Chaperone during examinations as required
- Front office duties such as: answering telephones, preparing schedules and confirming appointments, data entry (e.g., referral contracts, post appointment information, review of computerized worksheets manually completed by claimants), filing and inventory including set-up of workstations and computers, troubleshooting computer/internet issues and coordinating with shipping vendors
- Other duties as assigned to meet the needs of the organization

Qualifications, Education and/or Experience (includes certificate & licenses)

- High School diploma, or equivalent (GED) required
- Medical Assistant Certification/Registration and/or military equivalent or meet state requirements
- Minimum three (3) years of MA experience required preferably in Occupational Medicine clinic, General Medical, Internal Medicine work environment
- CPR certification required
- Phlebotomy and First Aid certification preferred
- Fluency in multiple language(s) a plus but not required
- Ability to travel nationwide up to 70%
- High attention to detail and ability to identify mistakes or inconsistencies in medical reports and clinical diagnostic tests
- Excellent verbal and written communication skills
- Knowledge of medical terminology and its applications
- Working knowledge of EMR and MS Office Suite software applications
- **Must be able to successfully pass a basic Security Clearance (National Agency Check with Inquiries)**

Forward resumes to: tracy.williams@lifehealthcorp.com

LifeHealth is an Equal Opportunity Employer