

**Synergy ENT Specialists** is a growing ENT practice, established in August 1998 and seeking a full-time **Medical Assistant**.

Synergy ENT Specialists is committed in delivering the highest quality, personalized care for pediatric and adult patients suffering with a wide array of ear, nose, throat, sinus, allergy and hearing conditions.

**Job Summary:**

The Medical Assistant works closely with our Clinic Team, physicians and Chief Operating Officer, playing a critical role to build and support a world-class ENT practice at both locations – Festus and Ladue, MO.

The Medical Assistant will be actively involved with patient care and therefore exceptional customer service and patient assessment skills are a must.

**Responsibilities:**

- Rooming patients
- Obtaining patients vitals
- Updating medical records with medications, test results, treatments, etc
- Schedule follow up appointment
- Provide patient education
- Assist with in-office procedures
- Set up for in-office procedures
- Sterilize instruments
- Clean exam rooms
- Order and stock medical supplies

**We are seeking a professional with:**

- A patient-focused work ethic
- Leadership and teamwork skills
- Demonstrated, successful organizational skills with the ability to manage multiple priorities in a fast-paced, rapidly changing environment
- The ability to effectively and proactively communicate, both verbally and in writing, in support of appropriately informing patients, staff, and surgeons timely
- Strong interpersonal skills with demonstrated ability to develop and maintain effective and collaborative relationships with team members, external representatives, distributors, vendors, etc.
- The desire and ability to learn new technology including but not limited to EMR and scheduling software
- The experience and skills to work in a medical office

**Preferred Requirements:**

- Prior experience working in an Allergy or ENT office

A highly competitive compensation, paid time off, paid holidays and 401K with up to 4% company match is offered.

For more information on our practice, visit [www.synergyentspecialists.net](http://www.synergyentspecialists.net)

Submit your cover letter and resume for immediate consideration