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THE OHIO STATE UNIVERSITY

Medical Assistant

Job Description

Job Title: Medical Assistant

Department: Student Life | Student Health Services

Student Health Services serves the health care needs of OSU students. The Medical Assistant (MA) provides direct support and assistance to physicians and mid-level practitioners in the provision of ambulatory medical care; supports clinical service areas by greeting patients, verifying demographic information, obtaining reason for visit, vital signs and other clinical information; assists providers with procedures; administers injections and other medication. May work some evening and Saturday hours. Requires successful completion of a criminal background check and health screening. For a complete application, submit both a cover letter and resume.

Additional Information:

Required: High school graduate or equivalent; graduate of an accredited medical assistant school; certified or registered Medical Assistant; must obtain Basic Life Support- Health Care Worker (BLS-HCW) certification prior to start date.

Desired: One year of work experience in an outpatient medical facility; previous front-line customer service experience; excellent verbal communication skills; knowledge of medical terminology, ICD10 and CPT coding; 6 months of electronic health information system training or experience; keyboarding training or ex

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For additional detail regarding the classification or salary grade, please click [here](#).

Final candidates are subject to successful completion of a background check. A drug screen, physical, or psychological screening may be required during the post offer process.

The Ohio State University

Office of Human Resources | 1590 N. High St., Suite 300 | Columbus, OH 43201-2190 |

For questions, please call 614-247-6947 or email HRConnection@osu.edu

The Ohio State University is an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law.

Applicants are encouraged to complete and submit the Equal Employment Identification form.

External Site URL	https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Medical-Assistant_R4641
Social Share Title	We're Hiring for Medical Assistant!

Job Details

Location	Columbus Campus
Job Family	Administrative & Professional
Job Type	Regular
Supervisory Organization	Student Life Student Health Services (Rena Bankston)