

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	Toback Podiatry
Street Address:	43 Grand Street,
City, State, Zip:	Kingston, NY 12401
Phone:	845-339-3338
Website:	Tobackpodiatry.com
Contact Name/Title:	Linda Toback
E-mail:	Linda.toback@middletownmedical.com

Position Title: Medical Assistant Part-Time Full-Time

Company/Organization Name:	Toback Podiatry
Location:	Kingston and Highland
Company/Organization Profile & Size: (include website)	Podiatry office with 2 locations in Ulster county. 4 FTEs. Tobackpodiatry.com
Industry:	Health care
Position Description/ Responsibilities: (include where job is located)	Toback Podiatry (a division of Middletown Medical) is seeking an experienced Medical Assistant for their Kingston and Highland NY offices. As a Medical Assistant, you will be responsible for providing clinical support to ensure efficient operations of the medical office. You will support doctors and patients through a variety of tasks related to [patient care management, organization and communication. The target is to complete all activities accurately, efficiently and with a high quality level.
Qualifications/ Required and/or Preferred Skills:	<ul style="list-style-type: none"> • Proven working experience as a medical assistant • Knowledge of medical office management systems and procedures • Excellent time management skills and ability to multi-task and prioritize work • Social perceptiveness and service oriented • Excellent written and verbal communication skills • Strong organizational and planning skills • Proficiency in patient management software
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$17.00 - \$21.00

How to Apply:

E-mail:	linda.toback@middletownmedical.com		
Online:			
U.S. Mail:			
Contact Name & Title:			
Include:	<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> Cover Letter	

Additional Comments:
