



# DIGESTIVE DISEASE ASSOCIATES

SPECIALIZING IN DIAGNOSING AND TREATING GASTROINTESTINAL, BILIARY AND LIVER CONDITIONS

## GENERAL DESCRIPTION OF COMPANY AND POSITION

Thank you for considering an opportunity to work for Digestive Disease Associates!

We are seeking a professional, full-time Medical Assistant for our office located in Catonsville, Maryland. This position helps provide exemplary patient care and is pivotal to the practice running smoothly and efficiently.

Digestive Disease Associates offers a full range of specialized medical services that focus on all aspects of gastrointestinal (stomach and intestines) and hepatology (liver-related) disorders. Servicing Maryland, Pennsylvania, Virginia and Washington, D.C., patients benefit from the patient-centered care delivered by our board certified gastroenterologists and hospitalists.

Treatment is provided in one of our two state-of-the-art endoscopy and infusion centers located in Columbia and Catonsville, Maryland. Working in a team environment focused on superior service, our mission is to ensure every patient receives excellent digestive care.

For more information, please visit our website at [ddamd.com](http://ddamd.com).

## QUALIFICATIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Medical office experience
- Experience working with EMR (Centricity) and Phreesia (online patient intake platform) a plus
- Knowledge of prescription refill processing and authorizations
- Exceptional communication, customer service and people skills
- Great attention to detail
- Strict confidentiality of patient information
- Perform office duties as assigned by manager
- Ability to travel to other sites as necessary
- Bilingual is a plus



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## **EDUCATION & EXPERIENCE**

- Minimum of 3 years medical assistant experience
- Computer proficiency and prior experience with EMR highly preferred
- Ability to work in a fast-paced environment

## **LOCATION, HOURS AND SALARY**

- Full Time, W-2 position available in Catonsville, MD
- M-F, vary from 8:00AM- 4:30PM
- Salary commensurate with experience
- Full benefits