

# OBGYN Medical Assistant

San Mateo, California, United States  
Operations

## Description

As a Medical Assistant, you will be responsible for providing support to doctors and patients through a variety of tasks related to patient care management, organization, and communication.

## Responsibilities

- Interview patients and document basic medical information
- Check vital signs
- Assist during medical examinations
- Arrange laboratory, radiology, and referral services
- Organize and schedule appointments
- Produce and distribute correspondence memos, letters, faxes, and forms
- Prepare and clean treatment rooms and medical instrument

## Requirements

- Work experience as a medical assistant
- Excellent time management skills and ability to multi-task and prioritize work
- Social perceptiveness and service oriented
- Excellent communication skills
- Proficiency in EPIC electronic medical record system preferred
- CPR/BLS Certification
- MA Certification

## Benefits

We offer competitive compensation including a generous Paid Time Off (PTO) plan.

## Equal Employment Opportunity

**UCSF Benioff Children's Physicians (UBCP)** is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

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