

DR. JOHN A. SCHMIDT JR. M.D.

INTERNAL MEDICINE

Medical Assistant

F/T Medical Assistant is needed to work at the front desk of our vibrant internal medicine practice in Spring Lake Heights, NJ. Must have experience working at a medical practice. Duties include scheduling appointments, answering phones, processing insurance referrals and pre-authorizations, and assisting with patient intake (taking vital signs, EKGs, etc.) Experience with a patient portal is a plus.

Our practice is committed to providing excellent primary care by working in close partnership with patients, listening carefully to their concerns, and coordinating the services provided by health care specialists to ensure the best outcomes for our patients. We are proud that nearly 100% of our patients said that they are extremely satisfied with the care that they receive in a recent Patient Satisfaction Survey.

As a member of our team you will work in a new state-of-the art office with outstanding people. We truly care about the professional and personal well-being of our team. Our goal is for everyone to be more excited about coming in on Monday than leaving for the weekend.

We welcome the opportunity to meet you and hope that one day you will call our medical home yours.

Apply today by sending your resume to valrich@schmidtmd.com.