



Nicholas S. Kasdon MD
Haesik Min MD
Teresita M. Alejo MD
Ying Yi Zhang MD

READING PEDIATRIC ASSOCIATES PC
52 Haven St.
Reading, MA 01867
Phone: 781-944-2050
Fax: 781-944-0232
readingpediatrics.org

Darcey Santos PNP
Mary Sforza PNP
Kathryn Graf PNP

Pediatric Medical Assistant Job Opening

Job Overview:

Reading Pediatric Associates is seeking a full-time or part-time Medical Assistant to work in a friendly, team-oriented environment. We are looking for a Medical Assistant interested in a full-time position (30-40 hours per week) or a part-time (15-25 hours per week) to help accommodate our growing practice. This position requires the candidate to have a flexible schedule with the availability to work one Saturday a month as well as occasional holidays. Benefits apply for full-time employees. This role is responsible for providing direct patient care and assisting with administrative tasks as needed.

Job Responsibilities:

- Organizes and prepares patient visits by reviewing patient charts and daily huddle sheets.
- Prepares exam rooms for the patient encounter; restocks and cleans as necessary.
- Calls patients from the lobby (or via telephone for sick visits) into the exam room in a timely manner.
- Obtains chief complaint, past medical history, vital signs, family history, allergies, screenings, and consent forms from patient.
- Administer and analyze results of developmental and mental health screenings.
- Prepare and administer immunizations.
- Perform Point of Care Testing (POCT) including Urine dips, Hemoglobin, Lead, strep, COVID, Flu, and RSV testing).
- Ensures CLIA waived testing controls are completed monthly or as needed according to practice procedures and that testing is adequately stocked.
- Assists with the collection and transport of lab samples.
- Performs phlebotomy if properly trained to do so.
- Assist providers with physical exams, treatments and procedures as necessary (i.e. nebulizer treatments, suture/staple removal, etc.)
- Using proper techniques and procedures for hazardous waste disposal and universal precautions.

- Maintain cleanliness of exam rooms and laboratory areas and prepare these areas for the next patient after they have been used.
- Inform management when supplies are low and participate in weekly stocking and assessing of inventory.
- Checks and records daily refrigerator/freezer temperatures.
- Appropriately documents information in EMR system.
- Assist with general duties and special projects as needed.
- Assists with administrative tasks such as scheduling appointments, performing general office duties (i.e. answering phones, texting and communication with patients), patient outreach, scanning and faxing documents.
- Adhere to the general policies and procedures as outlined by the practice,
- Attend monthly office and department meetings.
- Comply with HIPAA regulations.
- Maintain current MA and CPR certification.

Qualifications:

- Certified Medical Assistant
- Minimum of High School Diploma/GED
- Current BLS/CPR Certification (Preferred)
- At least 3 years of experience working in a pediatric setting (Preferred)
- Ability to work as a team player.

Benefits (Insurance & PTO applies only to full time employees):

- 401(k)
- 401(k) matching
- Dental insurance
- Free parking
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Interested candidates are invited to send their resume to the Office Manager, Amanda Nowell, at
Amanda.Nowell@readingpediatrics.org