



## Registered or Certified MA – St. Luke’s 0002

Sound Health Services is seeking a Registered or Certified Medical Assistant. We are looking for someone that is detail oriented, has a professional and friendly demeanor, and has excellent follow-up and organizational skills. This is a Full-Time 40 hour per week position.

Duties include, but are not limited, to the following:

- Set up exam rooms
- Room patients
- Answer and return patient phone calls
- Sterilize and clean medical instruments
- Assist physician in clinic and procedures
- Obtain vital signs and update medical information in EMR

If this is you, please reply with a cover letter and your resume.

*We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*ENT Associates | ENT NOW | ENT & Allergy of Southeast Missouri | Metro Ear, Nose & Throat Group  
Pediatric Otolaryngology | St. Louis ENT Health | Town & Country ENT | The Voice & Swallowing Center*