

Kiowa County Hospital District

**Medical Assistant**

Eads, CO

Medical Assistant at Kiowa County Hospital District

**Work Schedule:** Full Time Days

**Responsibilities:**

Prepares patient for visit with provider, performs duties as assigned by provider, and maintenance of patient records. Assists with the coordination of various service providers to meet patient needs and with referrals to appropriate medical resources. This position will also provide occasional front desk assistance at the Clinic such as answering telephone calls, scheduling appointments, updating patient demographics and insurance information along with accepting payments.

**Requirements:**

Required licensure/certification: Basic Life Support (BLS). KCHD will help applicant obtain. Experience as medical assistant preferred but not required.

This position's pay range is \$17 - \$22 per hour, based on qualifications/experience.

Benefits include health insurance, dental insurance, vision insurance, life insurance, short term disability, retirement, paid days off, sick leave, and healthy families and workplace leave.

Applications are available at [kchd.org](http://kchd.org) or 1208 Luther Street, Eads, CO 81036.

For more information, please contact Human Resources at 719-438-5401.

Kiowa County Hospital District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.