



# BERMUDA MEDICAL

## SPECIALTIES GROUP

### **LEAD MEDICAL ASSISTANTS (LMA)**

We are seeking an experienced Medical Assistant with superior customer service skills to assist in the delivery of patient care. The Lead Medical Assistant will lead and coordinate shift operations of assigned activities, resources, and/or associates. The LMA will perform all functions of a Medical Assistant as well as oversees and evaluate orientation and training of assigned associates and will assign, monitor and reviews progress of work. The LMA monitors and reports compliance with practice policies and/or procedures. Candidates should hold valid CPR certifications and have a minimum of two years experience in a healthcare organisation. Experience in an Urgent Care setting is desirable but not mandatory. Strong I.T. skills and proficiency in an electronic medical records system are required along with knowledge of ICD-9 and ICD-10. Any other medical certification will be an asset. Short-listed candidates will be required to complete a skills test.

Applicants must be prepared to work a schedule that requires a 7:30am start and will include evenings, weekends, and public holidays.

All interested applicants should apply on line at  
<https://bermudamedical.bamboohr.com/jobs>  
For queries, email [hr@bermudamedical.com](mailto:hr@bermudamedical.com)

Closing date: December 6, 2019