

PARTNERS 4KIDS

Partners 4Kids has an outstanding opportunity for medical assistant or nursing professional to join our comprehensive outpatient medical practice for children and adolescents in the St. Thomas! Our candidate will have the ideal opportunity to make a meaningful impact in our small community.

Partners 4Kids offers more than just primary care pediatrics. We are looking for a caring, intelligent, motivated clinical team members to work with in a fun, hardworking, fast paced pediatric environment.

Primary duties of this clinical team member would include both administrative and clinical responsibilities.

- Provide excellent customer service!
- Managing office telephone systems, including answering calls, and returning messages.
- Patient phone triage.
- Scheduling patient appointments and maintaining communication to confirm future appointments.
- Documenting patients' medical information, including medical history and health insurance information.
- Perform patient recalls for wellness appointments, vaccinations, and chronic disease management.
- Performing data entry tasks to document patient records within facility databases and maintaining patient files.
- Coordinating daily office activities, greeting patients, and checking patients in and out for their appointments to maintain good work flow.
- Order and maintain clinical supplies.
- Administer vaccinations and help perform lab procedures.
- Provide education to patients, parents, and families.

Please call 340-774-5437 or email info@partners4kids.com for more information on this exciting opportunity.