Medical Assistant (Radiation Oncology)

Location: Las Vegas, NV

Position Type: Full-Time

About the Role

We are seeking a dedicated, detail-oriented **Medical Assistant** to join our oncology team. In this role, you will play a critical part in supporting our clinical operations, coordinating high-quality patient care, and providing compassionate support to oncology patients throughout their treatment journey.

Key Responsibilities

- **Patient Care & Rooming:** Welcome patients, measure vital signs, gather history/symptom updates, update medication lists, and assist with clinical exam preparations (e.g., consults, re-evaluations, and specialized exam setups).
- **Checkout & Scheduling:** Schedule follow-up appointments, order follow-up testing, assist with specialized treatment scheduling (CT Sims, Brachytherapy/HDR), and ensure necessary consent documentation is completed and scanned into charts.
- **Chart Prep & Administration:** Manage chart preparation for upcoming visits, pull required diagnostic/lab reports, work daily nursing task pads, log patient calls, and process prescription refill requests.
- **Patient Education & Support:** Provide patient education materials, end-of-treatment instructions, and specialized patient protocols (such as bladder protocol forms).
- **Clinical Operations & Safety:** Maintain clean and stocked examination rooms, prepare and log daily sanitation solutions/temperatures, and coordinate daily supply checklists.

Qualifications

- **Certification/Experience:** Completion of an accredited Medical Assistant program (CMA/RMA preferred) or equivalent clinical experience. Prior experience in oncology or specialized clinical practices is a plus.
- **Skills:** Strong clinical multitasking, exceptional organization, meticulous documentation skills, and familiarity with Electronic Health Records (EHR).

- **Attributes:** High level of compassion, attention to detail, strong communication skills, and ability to thrive in a team environment.