**Registered or Certified MA – Farmington, MO & Southeast MO**

ENT & Allergy of Southeast Missouri, a division of Sound Health Services, is seeking two Registered or Certified Medical Assistants. Previous medical office experience is required. The ideal candidate will be detail oriented with a professional, friendly demeanor and 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:

* Rooming patients
* Obtaining prior authorizations
* Referrals
* Scheduling
* Notifying patients of test results
* Answering phones
* Entering orders
* Other duties & tasks as assigned

***Note: 2 RMA positions are available***

* *One position will be located full-time in Farmington, MO.*
* *The other position will be located at satellite offices in Ste Genevieve and Perryville with occasional work in the Farmington office as needed.*

**Send resume and a copy of RMA certificate to:**

[**lcooper@soundhealthservices.com**](mailto:lcooper@soundhealthservices.com)

*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.*