

HELP WANTED ADS - MEDICAL



When an employer needs to hire a worker for a job opening, the employer will write a job description to let job seekers know: 1) About the company. 2) Job title. 3) Job duties. 4) Education, skills, and work experience needed (known as "qualifications"). Study these job descriptions to learn how to read online job openings.



JOB TITLE: MEDICAL ASSISTANT

The ABC Hospital is located in Careerville, Arizona, and operates 300-bed hospital to serve our city's medical needs. ABC Hospital has speciality practices of 10 physicians, 24-hour pharmacy, and 24-hour emergency room. The Medical Assistant is a key member of our medical team to make sure all patients receive high quality care.

Duties include but not limited to:

Schedule and cancel patient appointments. Check-in and check-out patients. Enter payments into computer. Answer telephones. Call insurance companies to verify patient medical insurance. Collect patient specimens for delivery to lab. Take patient history and vital signs such as blood pressure and pulse. Prepare treatment room with supplies. Give injections (shots). Apply casts, splints, and wound dressings as required. Sterilize medical instruments. Keep supplies organized in treatment rooms.



Knowledge, skills and abilities required:

Minimum 18 years old with high school diploma. **Knowledge of** medical practices to give patient care. **Knowledge of** treatment room procedures (ways of doing things). **Knowledge of** medical equipment and their uses. Ability to read, understand, and follow rules. Medical Assistant (MA) Certificate require. One work experience **working with customers**.

Hours, pay, benefits, and how to apply:

7:00 a.m. to 4:00 p.m. Monday through Friday with 10 paid holidays per year. Starting pay is \$19 per hour. Benefits include medical, dental, vision insurances, and retirement plan. To apply, go to ABC Hospital website to print out an application. Mail completed application along with following attachments: a) resume; b) copy of MA Certificate; c) list of three personal references; d) letters of recommendation. Mail application and your attachments to — ATTN: Human Resources Office.

JOB TITLE: PHARMACY ASSISTANT

CVS Health is a company that focuses on teamwork and respect for coworkers and customers. We seek team members who are dedicated to service that will help us meet needs of people and businesses who rely on us each day for their pharmacy and medical needs. CVS Health provides opportunities for our team members for raises and promotions during their career with CVS Health.



Job Duties: Operate pharmacy work stations to support the team's ability to **promptly, safely, and accurately** fill patient prescriptions, while providing excellent customer service. Receive prescription orders by phone and e-mail from medical offices. Measure medication amounts. Pack and label prescriptions. Keep patient records. Process insurance claims for payment. Take inventory of supplies.



Pharmacy Technicians need ability to: 1) Focus on a task over a period of time without being distracted. 2) Use clear verbal and written communication skills to serve customers. 3) Listen to what others are saying, understand, and ask questions as needed. 4) Use math to give correct number of pills for days on prescription.



Qualifications: Certified Pharmacy Technician Certificate (CPhT) that requires passing the ExCPT Certification Exam. After hire, Pharmacy Techs are required to complete our **CVS Pharmacy Technician Training Program**. One or two years work experience in retail store or customer service job.

Pay and benefits: Will be discussed during interview.

To apply for the job: Visit [CVS JOB APPLICATION](#) website page to complete the application. Follow directions on our website to submit with your application — 1) Resume. 2) CPhT Certificate copy. 3) Recommendation letters.

QUICK CHECK:

- The employer writes the job description to let job seekers know what 4 things?
- a) In what state in ABC Hospital located?
b) What number of beds does the hospital have?
c) When are pharmacy/emergency room open?
- List 5 job duties for the Medical Assistant job.
- List 3 things you must have "knowledge of."
- a) What certificate is required? b) What type of work experience is desired?
- a) What are the hours and days of work for this job? b) What is starting pay? c) How much is this pay per week (40 hours per week)? d) How much is this pay for 52 weeks (one year)
- a) Where do you go to print out application?
b) List 4 other things you must mail in the same envelope with your completed application.
c) ATTN which office?
- On what 2 things does CVS Health focus?
- Job Duties: a) You will be expected to support the team's ability to do what 3 things? b) While providing what? c) List 3 other jobs duties.
- Briefly, list 4 things Pharmacy Technicians need the **ability** to do.
- What is the name of the Certificate needed?
- What initials are used for Certified Pharmacy Technician?
- What exam must Pharmacy Technicians pass?
- After hire, what are new Pharmacy Technicians required to complete?
- What types of work experience are preferred?
- a) When will pay and benefits be discussed?
b) Do you think it is fair that a job description does not list pay? c) Give a reason for your opinion. d) The average Pharmacy Tech makes \$14 per hour to start. If you are asked during the interview, "How much would you like to be paid per hour?" **What would you say?**
- Where do you visit to complete the application?
- List 3 things that to submit with the application.