

ASSOCIATION OF SOUTH BAY SURGEONS

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A MEDICAL GROUP INC.



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Aileen M. Takahashi, M.D., FACS

JOB OPPORTUNITIES

The Association of South Bay Surgeons is financially stable, well-organized privately owned specialty group of seventeen surgeons. Our specialties include: general, vascular, colon/rectal, and bariatric surgery.

1. Medical Records: Email your resume to: jenny@southbaysurgeons.com
 - Prior use of EMR
 - Powerchart, Meditech, Labcorp/Quest interfaces
 - Scanning records & importing/exporting documents
 - Medical records releases
 - Prior medical records experience and/or RHIT certification a plus
2. Nurse Practitioner: Email your resume to: rolfe@southbaysurgeons.com
 - Valid State of California Registered Nurse license, current Nurse Practitioner license for the state of California, State of California Nurse Practitioner Prescriptive Privileges required
 - Five years experience as a nurse practitioner
 - Ability to assist in advanced surgeries
 - ACLS/BLS Certification
 - **Preferred Qualifications:**
 - Minimum of 2 years surgical experience in an office, surgical center or hospital setting
 - Membership in a professional nursing organization
3. Physician Assistant: Email your resume to: rolfe@southbaysurgeons.com
 - Valid State of California Physician Assistant License
 - Five years experience as a physician assistant
 - Ability to assist in advanced surgeries
 - ACLS/BLS Certification
 - **Preferred Qualifications:**
 - Minimum of 2 years surgical experience in an office, surgical center or hospital setting
 - Membership in a professional organization
4. Medical Assistant: Email your resume to: susan@southbaysurgeons.com
 - Minimum 2 years experience as a medical assistant.
 - High School or GED
 - Medical Assistant Certificate or Diploma
 - Adaptable
 - Computer proficiency. Minimum typing of 40 WPM
 - Knowledge of infection control standards
 - Knowledgeable in sterile set up
 - Assist Surgeon's with minor surgical procedures
 - Making follow up appointments
 - Apply and remove dressings
 - Autoclave instruments

Torrance, CA, Full Time, Excellent benefits. All positions require fluency in English, type 35+ WPM, knowledge of medical terminology and anatomy, excellent verbal/written communication and customer service skills, & the ability to interact well with patients and fellow staff members. We're looking for team players who are upbeat, responsible, highly motivated, and desire to work in a very fast paced work environment.