



Medical Support Assistant

Job Title: Medical Support Assistant
Work Location: Virginia Beach, VA
Position Classification: Full Time
Security Clearance: Secret

OVERVIEW

Trident Technologies and Consulting - Global, LLC (T2C) is an Economically Disadvantaged Woman Owned Small Business (EDWOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions. T2C is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience as a Medical Support Assistant for our Virginia Beach based customer.

RESPONSIBILITIES

The Medical Support Assistant (Naval Special Warfare) will act as a clinic front-desk medical administrator, performing medical recording duties, record maintenance, and support to clinic staff. The Medical Support Assistant will be responsible for providing the following:

- Analyze patient's needs, record short medical history, obtain vital signs, and direct them to the proper level of care provider.
- Act as NSW Photo-refractive Keratotomy (PRK) administrator (e.g. filing paperwork, scheduling appointments, and otherwise administratively assisting the Physician as required).

QUALIFICATIONS

- Possess a valid state driver's license.
- Be able to operate a Personal Computer (PC) with common/standard business software programs. Be proficient in Microsoft Office applications to include Word, Outlook, Excel, and PowerPoint.
- Be able to communicate clearly and effectively with others, both verbally and in writing.
- Enter data into multiple databases accurately.
- Must be HIPAA compliant.
- Certified by the American Health Information Management Association (AHIMA) or completion of a Medical Assistant Program recognized by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES).
- Ability to move equipment 10-20 lbs in weight.
- Minimum of five years' experience within Medical Administration.
- Possess practical knowledge of standard clinic procedures, medical record accountability, medical terminology, computerized data entry, and information processing systems such as Armed Forces Health Longitudinal Technology Application (AHLTA), Composite Healthcare System (CHCS) and Medical Readiness Reporting System (MRRS).
- Current DoD active SECRET clearance.

Supplemental Information

Special Conditions

- If offered employment, you will be required to submit to a background investigation.



Trident Technologies and
Consulting – Global, LLC

- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment, and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

Equal Opportunity Employment Statement

T2C is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

T2C POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruiter@t2cglobal.com