



## Part Time Medical Assistant for Pediatric Neurology Practice

Kidslink Neurobehavioral Center, located in Streetsboro, is currently hiring for a part-time Medical Assistant or Licensed Practical Nurse in its Pediatric Neurology Practice, to assist with all daily and ongoing functions of the Medical Team.

### Daily Responsibilities:

- Utilizes medical and administrative skills to provide support to patients and healthcare staff under the supervision of a nurse, NP or physician.
- Assists with documentation of patient care
- Assists with prior authorizations
- Completes daily refill requests
- Completes clerical duties, as needed
- Calls families with results or treatment instructions
- Prepares letters and forms
- Assist with OARRS reports
- Assists with medication administration and med documentation
- Assists with scheduling of diagnostic test
- Collecting results from outside facilities

### Job Requirements:

- MA certification or state-board certified LPN
- Must be comfortable in a fast paced and quickly changing environment
- Must have a positive attitude and the ability to be flexible.

### About Kidslink

KidsLink Neurobehavioral Center is a multi-specialty group treatment center for children and young adults with developmental disabilities. Services include Psychology, Neurology, Psychiatry, Speech Therapy, OT, PT, ABA and specialized academic tutoring. Kidslink School serves full time students with autism and other developmental disabilities who have intensive behavioral needs.

Job Type: Part time; 25 hours /week

Pay: Varies based on experience – starting at \$17/hour.

Please send your resume to [careers@kidslinkohio.com](mailto:careers@kidslinkohio.com). NO PHONE CALLS PLEASE.