



Our purpose is you.



jobs.pmsnm.org
recruit@pmsnm.org
866-661-5491



Career Ladder **Medical Assistants**

At PMS, a comprehensive Medical Assisting training program is offered that provides participants with essential skills to assist healthcare providers during patient visits, manage administrative tasks, and ensure efficient clinic operations. Individuals can embark on a rewarding career starting as a Medical Assistant I, which requires a high school diploma or GED. Upon completing the training or graduating from an accredited medical assisting program, graduates have opportunities for advancement within the organization. The role of Medical Assistant II follows, with added responsibilities such as administering medications, conducting lab tests, and assisting in minor procedures. Achieving national Medical Assistant certification further enhances career prospects, leading to the Certified Medical Assistant role.

Job Title

Qualifications

Medical Assistant I

- High School Diploma or equivalent

Medical Assistant-in-Training

- High School Diploma or equivalent
- Enrolled in the PMS internal Medical Assistant training program and complete the program within one year

Medical Assistant II

- High School Diploma or equivalent
- Graduate of an accredited medical assisting program **OR**
- Successful completion of the internal PMS Medical Assistant II training and assessment program

Medical Assistant II - Lead

- High School Diploma or equivalent
- Graduate of an accredited medical assisting program **OR**
- Successful completion of the internal PMS Medical Assistant II training and assessment program
- One year experience as a PMS Medical Assistant II

Certified Medical Assistant

- High School Diploma or equivalent
- Graduate of an accredited medical assisting program **OR**
- Successful completion of the internal PMS Medical Assistant II training and assessment program
- One year experience as a Medical Assistant
- National certification as a Certified Medical Assistant (Example: CMA, CCMA, RMA)



PMS

PRESBYTERIAN MEDICAL SERVICES

Our purpose is you.



Career Ladder
Medical Assistants
jobs.pmsnm.org
recruit@pmsnm.org
866-661-5491



Job Title

Qualifications

Certified Medical Assistant - Lead

- High School Diploma or equivalent
- Graduate of an accredited medical assisting program **OR**
- Successful completion of the internal PMS Medical Assistant II training and assessment program
- National certification as a Certified Medical Assistant (Example: CMA, CCMA, RMA)
- One year experience as a PMS Certified Medical Assistant