

A unique and visionary endocrinology practice is looking for an equally dynamic individual to become a part of our clinical team. The practice focuses on Age Management Medicine with a proactive, preventive approach to treating each of our patients. The physician's cutting edge model has resulted from decades of her experience in research, endocrinology, and different fields of medicine within healthcare. In this practice, each patient begins with an evaluation and follows with an exclusive medical program, based on a detailed analysis of comprehensive laboratory testing, lifestyle, past medical and family history. We are looking for students who will be applying for entry to Medical School in the fall of 2012, and are seeking clinical experience during their application year. Past pre-medical students that have worked in this practice have been admitted into allopathic and osteopathic schools.

The ideal candidate should have good clinical intuition, strong interpersonal skills, initiative and an unwavering attention to detail. Within the uniqueness of this private practice model, the clinical assistant will learn what will be the future in healthcare practice. The physician believes in a hands-on approach where the clinical assistant will be an integral member of our healthcare team.

We believe in an interdisciplinary team and will want you to be involved in, and understand, the greater function of each aspect of our office—both administratively and clinically. The candidate will be trained in the multifaceted details of our individualized model. It is essential that each candidate is able to multi-task in a demanding environment, has a high-level of organizational skill, and has a strong ability to communicate and relate well with patients. Rooted in all these qualities, we are looking for someone who is eager to learn and hone the skills necessary to being an excellent physician.

Past associated who have worked in this position have advanced to attend Jefferson Medical College, Robert Wood Johnson, and UMDNJ, among other schools.

Hours\*:

Part-time training into May 2011

Full-time beginning May-June 2011

\* These hours are flexible based on a pre-medical student's class schedule, exams, and MCAT test preparation.

Location: Upper East Side

Responsibilities:

Clinical support-- measuring vitals; shadowing exams; acts as a liaison between the physician, patients (includes triaging medical information), and outside healthcare professionals; written correspondence including drafting medical reports and follow-up letters for patients, staying up-to-date with latest research in the field

Patient services-- includes prescription refills, regular patient correspondence via email and phone, researching patient recommendations such as treatment options or healthcare specialists

Administrative duties-- aiding the administrative team, as needed, with chart preparation, answering phones, scheduling appointments and general office support

Development-- discussing our program with prospective patients through phone and email

Benefits:

This position is salaried and offers health and vacation benefits. Additionally, our office provides flexibility for you to attend medical school interviews.

Interested applicants can send their resumes, and cover letters, as well as availability via email to [mahmed@comitemd.com](mailto:mahmed@comitemd.com), or fax resumes to 212-288-8126.