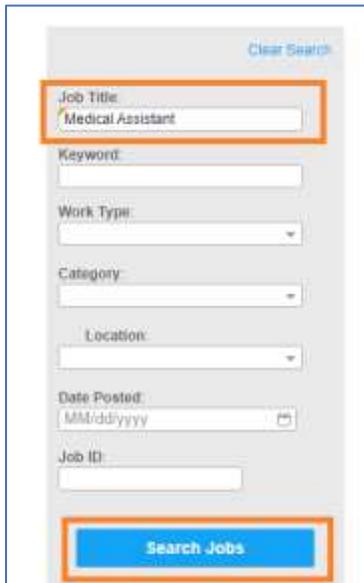


How to apply for a job as a Medical Assistant at Denver Health:

1. Click on “Apply as an External Applicant”, or if you are a Denver Health employee, click on “Apply as an Internal Applicant.”

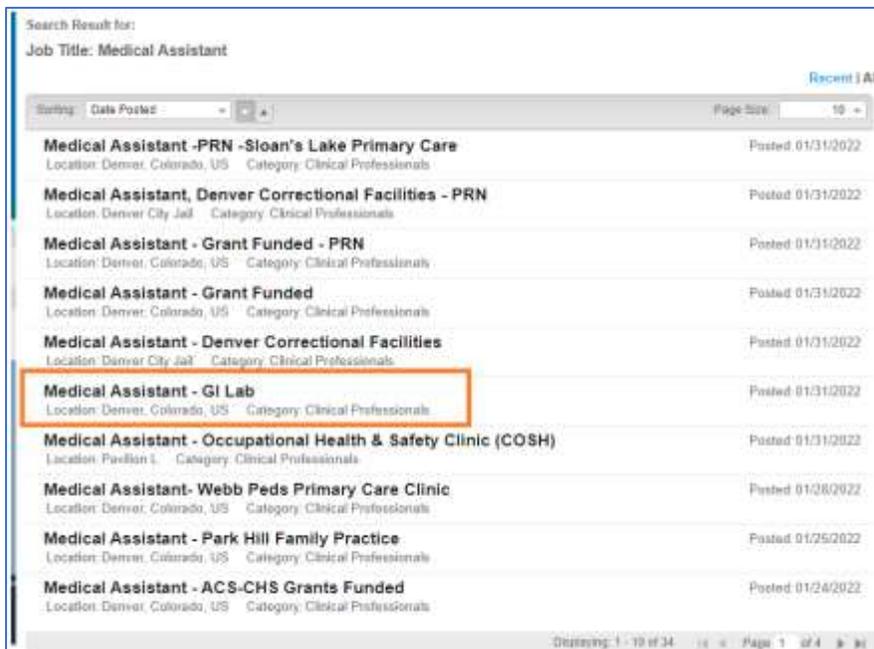
Apply as an External Applicant

2. Type the name of the job you’re interested in applying for in the “Job Title” field. Click “Search Jobs”.



A screenshot of a job search form. The 'Job Title' field contains the text 'Medical Assistant'. Below it are fields for 'Keyword', 'Work Type', 'Category', 'Location', 'Date Posted' (with a calendar icon), and 'Job ID'. At the bottom of the form is a blue button labeled 'Search Jobs'. A blue box highlights the 'Job Title' field and the 'Search Jobs' button.

3. Click on the medical assistant job that you would prefer to apply for. If you want to apply for the Medical Assistant – GI Lab position, you will click on “Medical Assistant – GI Lab position” text.



A screenshot of search results for 'Medical Assistant'. The search results are displayed in a table with columns for job title, location, category, and date posted. The 'Medical Assistant - GI Lab' position is highlighted with a red box. The table also includes a 'Sort by' dropdown menu and a 'Page Size' dropdown menu.

Job Title	Location	Category	Date Posted
Medical Assistant -PRN -Sloan's Lake Primary Care	Denver, Colorado, US	Clinical Professionals	Posted 01/31/2022
Medical Assistant, Denver Correctional Facilities - PRN	Denver City Jail	Clinical Professionals	Posted 01/31/2022
Medical Assistant - Grant Funded - PRN	Denver, Colorado, US	Clinical Professionals	Posted 01/31/2022
Medical Assistant - Grant Funded	Denver, Colorado, US	Clinical Professionals	Posted 01/31/2022
Medical Assistant - Denver Correctional Facilities	Denver, Denver City Jail	Clinical Professionals	Posted 01/31/2022
Medical Assistant - GI Lab	Denver, Colorado, US	Clinical Professionals	Posted 01/31/2022
Medical Assistant - Occupational Health & Safety Clinic (COSH)	Pavilion 1	Clinical Professionals	Posted 01/31/2022
Medical Assistant- Webb Peds Primary Care Clinic	Denver, Colorado, US	Clinical Professionals	Posted 01/28/2022
Medical Assistant - Park Hill Family Practice	Denver, Colorado, US	Clinical Professionals	Posted 01/25/2022
Medical Assistant - ACS-CHS Grants Funded	Denver, Colorado, US	Clinical Professionals	Posted 01/24/2022

4. When you click on this position, you will be directed to a page showing the job summary and requirements for the job, along with the salary/hourly pay. Click either of the two Apply buttons.

← Back to Job Listing Save Apply

Save as PDF

MEDICAL ASSISTANT - GI LAB (JOB ID: 6679)

Job Summary:
Under general supervision, assists nurses, providers, and navigator to support the various functions in the GI Lab including pre/post-operative care, patient pathology follow-up, colorectal cancer screening outreach, IV placement, procedure scheduling, and assists in patient transportation.

Knowledge, Skills & Abilities:

- Knowledge of examination, diagnostic, and treatment room procedures
- Knowledge of and the ability to use medical equipment and instruments to administer patient care
- Knowledge of common safety hazards and precautions to establish a safe work environment
- Skill in assisting in a variety of treatments as directed.
- Skill in taking vital signs
- Skill in maintaining records and recording test results
- Skill in establishing and maintaining effective working relationships with patients, employees, physicians and the public
- Ability to maintain quality control standards
- Ability to react calmly and effectively in emergency situations
- Ability to interpret, adapt and apply guidelines and procedures
- Ability to communicate clearly
- Bilingual skills preferred

Computers and Technology:

- Ability to learn and be proficient in electronic health record documentation
- Utilize equipment and technology safely to provide patient care, upon completion of training and competency for applicable clinical area

Education:
Graduate from an accredited program in Medical Office Assisting **OR** an accredited program of Licensed Practical Nursing with an active LPN license.

Experience:

← Back to Job Listing Save Apply

5. You will be prompted to register.

Welcome

Email Address

Password

[Forgot your password?](#)

New User:
Create an account to get started on your talent profile.

6. Enter your information in the fields required.

Registration
Please complete steps 1-3 below: create basic profile information, security question, and upload or manually enter your resume.

Step 1: Basic Information

Email Address: *

First Name: *

Last Name: *

Phone Number: *

Address: *

City: *

State: *

Zip Code: *

Password: *

Confirm Password: *

Don't have an email address? [Create one here](#)

Step 2: Security Questions

In which city were you born?

7. Choose if you'd like to manually enter your resume or upload your resume. This example shows that "Fill in content by hand" was selected, and then "Begin" was clicked.

Step 3: Create Profile

You can choose to create your profile from the following.

Enter Manually:

Fill in content by hand

You will be able to attach documents to your profile, such as: a resume, cover letters, etc.

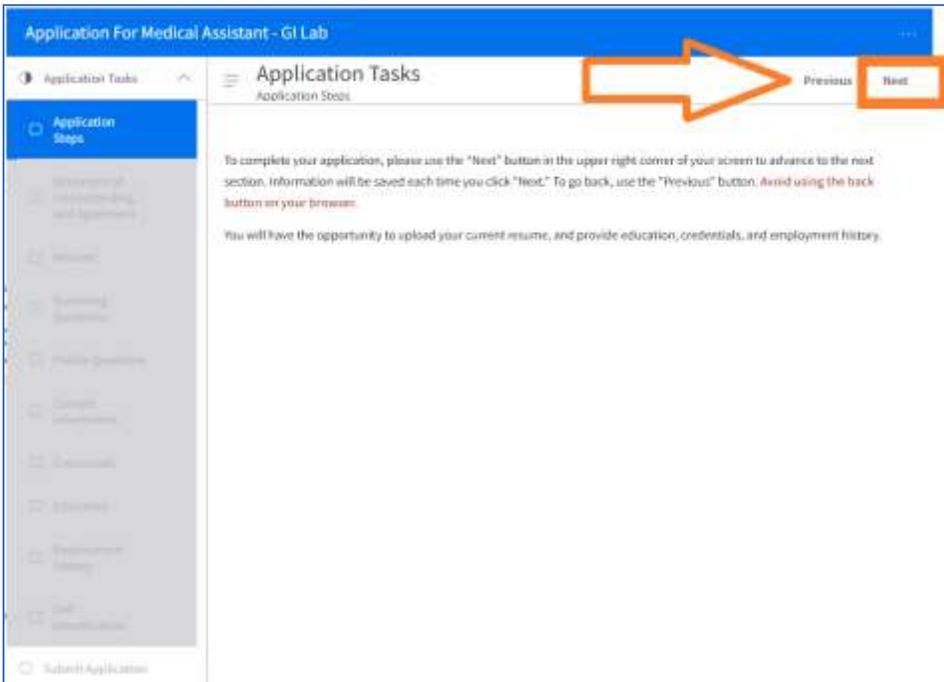
Upload Resume

Use Resume Content

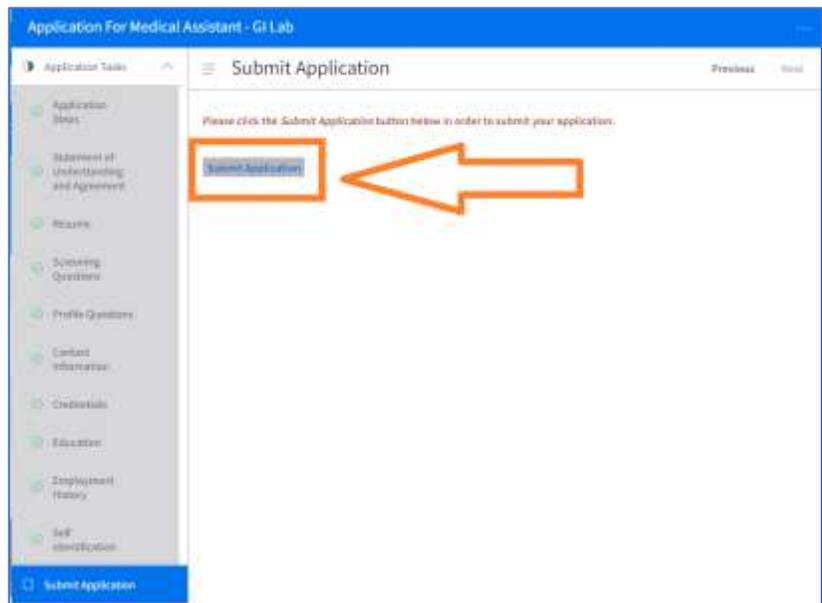
Use Microsoft Word, PDF, text, or HTML files.
This content will then get populated to your profile.

File:

8. Work through the outlined Steps by clicking “Next” and filling out the questions:



9. When you complete the application, the last step in the process is to click “Submit”.



10. A pop-up will appear. You must select “Submit” one more time here to ensure your application is received.

