Patient Care Assistant

WOOSTER & WADSWORTH OFFICES

Join a fast-paced, high-energy dermatology practice where patient care and teamwork come first. Previous experience is not required - we provide paid, on-the-job training led by experienced professionals.

Position at a Glance

DETAIL	POSITION INFORMATION
Locations	Wooster: 128 East Milltown Road, Wooster, OH 44691 Wadsworth: 300 Weatherstone Drive, Suite 106, Wadsworth, OH
Schedule	Full-time; four weekdays per week, typically 7:30 a.m.-5:00 p.m. Overtime opportunities available.
Compensation	$18-$22 per hour, based on qualifications
Training	Paid, on-the-job training; previous experience not required

Primary Responsibilities

Patient Care & Clinical Support

• Review daily schedules, escort patients to exam rooms, track roomed patients, and support efficient patient flow.

• Prepare patients for examinations, collect and document patient histories, and verify chart accuracy.

• Assist providers during examinations and procedures, chart care using an iPad, and relay instructions to patients and families.

• Schedule appointments and respond to patient calls and questions professionally.

• Assist with prescription requests, medication refills, prior authorizations, and patient assistance programs.

• Monitor and manage assigned phone messages, patient inquiries, and clinical tasks, ensuring timely follow-up.

• Support daily office operations by maintaining organized workflows and ensuring patient care tasks are completed accurately and efficiently.

Exam Room Readiness & Teamwork

• Set up instruments, clean and reset exam rooms, and request supplies for restocking.

• Work closely with providers and teammates to maintain a positive, organized, efficient workplace.

• Respect patient rights and privacy, deliver attentive customer service, and promptly communicate patient or staff concerns to supervisors.

Qualifications

- High school diploma.
- Strong attention to detail, efficiency, and communication skills.
- Comfort using an iPad for electronic charting and documentation.
- Patient-focused attitude and enjoyment of working with people.

Physical & Workplace Requirements

- Ability to stand for prolonged periods throughout the workday.
- Ability to remain professional and compassionate when patients are unhappy or frustrated.
- Ability to perform assigned clinical support tasks in a dermatology practice.

Benefits

✓ 401(k) retirement plan

✓ Employer match up to 4%

✓ Health, dental, and vision insurance

✓ Aflac supplemental coverage

✓ Paid vacation / paid time off

✓ Paid major holidays

✓ Three sets of uniforms provided

✓ Annual merit increases

✓ Free dermatologic care for employees and immediate family

✓ Discounts on cosmetic procedures and boutique products

Related Position Titles

Clinical Assistant • Medical Assistant • Healthcare Assistant

READY TO APPLY?

Send your résumé to HR@tcohio.com

www.tcohio.com