

Herbert M. Juarbe, MD

Endocrinology and Metabolism
Internal Medicine

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Medical Clerk

We are a multilingual (English, Spanish, Portuguese, French) Endocrine practice in Gaithersburg and are currently looking to fill a medical clerk position with a high school student that is interesting in learning about the medical field.

This is a great opportunity to help the right person understand the day to day operations of a medical practice and learn side by side with a dedicated multilingual team.

The medical clerk position includes the following duties:

- Scan medical records
- Copy medical records
- Pull/File medical records
- Mail distribution
- Answer phones
- Greet patients
- Other clerical duties
- Relaying messages to clinical team
- Check faxes

The right candidate must be reliable, responsible friendly, enthusiastic, outgoing, and able to relate well to people. We pride ourselves as providing a welcoming environment for our patients and deliver customer service to the highest level. We prefer someone who speaks Spanish but it is not a requirement.

The hours for this position would be after school and we are willing to be flexible. This position could extend to a summer job with additional hours.

If you are truly ready to learn about the medical field and work hard, then contact José Escalante at 301-977-0056 or email at jose@juarbemd.com.

I look forward to hearing from you.

Sincerely,

José Escalante
Practice Administrator