

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should email the Career Counselor, [Carol Pham](#), or call 901-475-3105. Or, employers can email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

**Job Title: Full-time Medical Assistant, Hopefield Healthcare Services, Jackson  
Full-time**

**Business/Location:** 30 Sandstone Circle, Jackson, TN

- [Hopefield Healthcare website](#)

**Requirements:**

- High school diploma or equivalent required; completion of a medical assisting program preferred.
- Certification or registration as a Medical Assistant is required.
- Knowledge of medical terminology is a plus.
- Experience in providing direct patient care in a healthcare setting.
- Proficiency in medical administrative tasks, including electronic medical records (EMR) systems and insurance billing procedures.

**Preferred:**

- EMR systems: 1 year (Preferred)
- Vital signs: 1 year (Preferred)
- BLS Certification (Preferred)
- Certified Medical Assistant (Preferred)

**Responsibilities include but are not limited to:**

- Interview patients and document basic medical history.
- Organize and schedule appointments.
- Update and file medical records and insurance reports.
- Arrange hospital admissions and laboratory services.
- Check with patients and type up patients' charts.
- Assist during medical examinations.
- Produce and distribute correspondence memos, letters, faxes, and forms.
- Handle receivable and payable accounts and keep financial records.
- Prepare and clean treatment rooms and medical instruments.
- Collaborate with all providers and staff.

**Contact Information: General phone contact 731-240-1695**

**Send Resume to:** Apply via Indeed at [Apply Medical Assistant, Hopefield, Jackson, TN](#)

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Email the Career Counselor, [Carol Pham](#), or call 901-475-3105, or email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), or call 901-475-3137. Check out the DSCC [Career Services](#) website.

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