

# Medical Assistant — Richmond Integrative & Functional Medicine

**\$44,000–\$50,000** • Monday–Friday • Midlothian, Virginia

You're the kind of medical assistant who notices what a fifteen-minute visit doesn't have time to catch. The patient who's been back three times this year for the same problem. The lab that got ordered and never explained. The follow-up that was supposed to happen and didn't.

When you room a patient — vitals, weight, and going through their printed med list with them — you catch the supplement they mentioned that never made it into the chart. You add it, flag the provider, and let the team know how it slipped so it doesn't happen the same way again.

A recheck the provider asked for six weeks ago never got booked. Prepping the week, you catch it before it slips — so the patient who needs to be seen doesn't fall off the radar.

You set up the room for a 90-minute new-patient visit before they arrive — the right labs and supplements pulled, their med list reviewed and current. By the time they walk in, the room is theirs — not a generic exam slot, theirs.

RIFM is a membership-based functional medicine practice in Midlothian. Small team — about ten people — longer visits, fewer patients a day, no weekends. Richmond Magazine's #1 functional medicine practice three years running. Two of our providers came to us as patients first, and decided they wanted to be part of it.

## The work

You'd room patients for visits that have room to breathe — usually 30 to 90 minutes. Vitals and weights, going through the med list with each patient, blood draws, and careful documentation in Elation. You'd prep each room with that patient's specific labs and supplements, and help coordinate follow-up once the provider has reviewed results and set the plan. Because we see fewer patients a day, you get to know them over time instead of meeting a new face every few minutes. And because it's functional medicine, the lab and supplement protocols are more involved than at a typical clinic — there's real skill to learn here, and we'll teach you.

## What we're looking for

You're conscientious. You're warm with patients, and steady when a visit runs long or someone's anxious. You hold a high standard without needing to perform it. If something's wrong or about to be missed, you say so instead of letting it slide — and you know who to take it to, not just spreading it around the office.

We have zero tolerance for drama here. The people who do well are the ones who'd rather solve a problem than narrate it.

CMA certification is preferred but not required. If you're the right person, we'll train you in the functional medicine specifics. Most of what you'd need to know about working here you couldn't learn in a course anyway.

## How we hire

Carefully. This MA works alongside patients and providers every day, and we want the fit to be right on both sides. Finalists do a paid half-day shadow shift, working with the team — the best way to know if this is your place is to spend a few hours in it.

## Compensation and logistics

- \$44,000–\$50,000, depending on experience and certification
- Monday–Friday, on-site in Midlothian, Virginia
- No weekends. No on-call.
- Health, PTO, and benefits (details shared at offer)
- Start date flexible; we're looking to fill this summer

## Next step

If this sounds like the way you already work, we'd like to hear from you. [Apply here](#) — we read every application.