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This summary is not intended to provide a comprehensive description of all benefits. Benefits are subject to change. For detailed benefit information, visit the Duke University Health System website, [hr.duke.edu/](http://hr.duke.edu/).

## Summary of Duke Medical Assistant Benefits

## Duke Nursing

Life as a Duke medical assistant is an exciting one!

From gathering vital information at the bedside to checking in on a long-time primary care patient at a clinic, we all share the same commitment to caring for our patients, their loved ones, and each other. At Duke Nursing, our goal is to provide *Opportunities for a Lifetime* for today's top nursing and health care professionals. Beyond attracting high-quality talent, we also strive to create professional environments that motivate our employees to learn, to grow in their careers, and to achieve their greatest potential.

## Duke University Health System Locations

Through our state-of-the-art facilities, the Duke University Health System offers exceptional, comprehensive healthcare services to the residents of the North Carolina Triangle area and beyond. From pediatrics to home care and hospice, and every health care need in between, our more than 100 sub-specialties provide a lifetime of care for patients, and Opportunities for a Lifetime for medical assistant professionals. **Medical assistant support opportunities available at the following locations:**

- Duke Raleigh Hospital
- Duke Home Care & Hospice
- Duke Regional Hospital
- Duke Primary Care
- Duke University Hospital
- Private Diagnostic Clinics

## Duke Nursing Benefits

Duke Nursing offers an attractive pay structure, and annual performance increases for medical assistant staff, shift premiums, paid time off, complimentary uniforms distributed annually, free parking in many locations, and a unique Clinical Ladder Program specifically for medical assistant positions that helps you advance your career are added benefits that not only recognize, but reward excellence in patient care.

## Medical Assistant Clinical Ladder Program

The medical assistant clinical ladder was designed to support staff in achieving performance of patient care duties that are "top of scope" and to promote opportunities for ongoing growth and development in their chosen career. This clinical ladder program consists of a three-tier approach that denotes level of expertise from novice, proficient, and expert. All program participants must apply and pass validation process at each level; Medical Assistant, Certified I, Medical Assistant, Certified II, and Medical Assistant, Certified III.



## Employee Tuition Assistance Program

Provides up to \$5,250 tuition reimbursement for classes taken at Duke or other higher educational institution accredited by the Southern Association of Colleges and Schools, with a physical presence in NC. Employees are eligible after two years of continuous employment in a full-time status.

## Office of Continuing Education

Offers more than 200 non-credit courses and workshops. Courses range from the purely academic to the practical for both personal enrichment and career development.

## Training, Research and Implementation for Patient Safety and Quality

Duke Patient Safety Center helps individuals, clinical areas, hospitals, ambulatory centers and others who want to improve quality and patient safety by spreading best practices inside and outside Duke University Health System and generate new knowledge while discovering innovative ways that the clinical, administrative, psychological, spiritual and service needs of our organization, our frontline workers and the patients that we serve.

## Health System Benefits & Compensation

The Duke University Health System offers comprehensive benefits designed to reward and empower employees - both personally and professionally. Duke's overall benefits plan has long been recognized for its comprehensiveness and competitiveness in the market. In addition to a robust array of traditional benefits such as health care, dental care and retirement, Duke also offers a wide range of family-friendly and cultural benefits to attract, support and reward skilled employees.

## Our comprehensive benefits package

- Group health insurance
- Paid Time Off (PTO)
- Educational programs
- Parental Leave Policy
- Life & disability insurance
- Paid pension retirement for non-exempt employees
- Voluntary defined contribution retirement plan for exempt employees
- Tax-deferred annuity and mutual fund options
- Duke Federal Credit Union membership
- Voluntary dental, supplemental life, personal, short & long-term disability plans
- Duke tuition assistance

