



Position: Medical Assistant

Team: Medical Assistants

Reports to: Physicians, MA Lead, Practice Manager

Qualifications:

1. High school diploma or equivalent required.
2. Certificate of graduation from an accredited program for Medical Assistants preferred, or Minimum one year experience as a medical assistant or nursing assistant in a hospital/clinic setting
3. Current CPR certification preferred.
4. Certified Medical Assistant preferred.
5. EMR experience preferred.

Summary of Position:

Under direct supervision, the Medical Assistant assists physicians and clinicians with patient care duties including rooming patients, gathering vital information and requesting various medication pre-authorizations. They will also maintain efficient patient flow, assist with patient care, i.e. exams, procedures, and patient education. Additional, they will perform miscellaneous clinic support tasks including filing, answering phones and maintaining the physician's schedule.

Responsibilities:

- Escort patients to and from exam rooms, physician office, and treatment room as needed
- Record patient data prior to each physician visit including, but not limited to, vital signs, height, weight, allergies, and medication changes
- Obtains all necessary patient records as required by physician and verifies presence of consent prior to treatment or procedures
- Prepares and stocks exam/treatment rooms and order supplies as needed.
- Assists physicians with exams and procedures as requested
- Administer IM injections, including flu shots
- Assists with delegated patient education activities including, but not limited to, distributing education literature, etc.
- Maintain all exam/treatment room disinfection protocols
- Processes instruments and equipment as needed
- Answer patient telephone calls for referral to physician or nurse/pharmacist
- Phone in prescriptions and make other patient calls as directed by physicians and RN
- Schedule patient tests, procedures and hospital admissions and schedules appointments to follow-up on test results, as applicable
- Arranges for pre-authorizations and pre-certifications as needed. Informs physician of patient re-schedules and no-shows.
- Performs other administrative duties (i.e. typing, filing, faxing, reception, etc.) as requested by supervisor or physician
- Displays excellent verbal and written communication skills
- Dependable attendance

Initial & Date