



Medical Assistant

Job Description:

- Verifies patient information by interviewing patient, records medical history, and confirming purpose of visit
- Prepares patients for examination by performing preliminary physical tests such as taking blood pressure, weight, and temperature, and reports patient history summary
- Secures patient information and maintains patient confidence by completing and safeguarding medical records, completes diagnostic coding and procedure coding, and keeps patient information confidential
- Assists Provider with office procedures such as laceration repairs, mole and wart removals, etc.
- Chaperones Providers during sensitive exams
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures, and complies with legal regulations
- Keeps supplies ready by inventorying stock, maintains inventory log, notifies Officer Manager when supplies are low
- Follows operating instructions for equipment, troubleshoots breakdowns, maintains supplies, performs preventive maintenance, and notifies Office Manager for scheduling repairs
- Updates job knowledge by participating in educational opportunities and reading professional publications

- Serves and protects the Urgent Care facility by adhering to professional standards, policies and procedures, federal, state, and local requirements
- Sanitizes and cleans exam rooms after every patient visit (wipes down exam tables and countertops with disinfectant wipes, changes exam table paper, sprays disinfectant spray (note: must wait 5 minutes after cleaning before placing new patient in the room).
- Ensures exam rooms are well stocked, trash cans are emptied, and supplies are put away at the end of every shift.

Additional Duties:

1. Must be proficient at drawing blood
2. Must be proficient at performing basic X-Ray imaging studies
3. Must be proficient at performing EKG studies on patients (on-site training will be conducted)
4. Must be proficient at performing eye exams on patients (visual acuity Snell chart)
5. Must be proficient at conducting PFTs, audiogram and other occupational study exams (on-site training will be conducted)
6. Must be proficient at performing influenza and strep testing
7. Must be proficient at charting accurately on findings
8. Must be able to cross-cover laboratory technician duties as needed
9. Must be proficient at giving shots (Penicillin shots, steroid shots, Benadryl, etc.)

Medical Assistant Skills and Qualifications:

Supply Management, Verbal Communication, Infection Control, Promoting a Safe and Effective Environment, Organizing, Scheduling, Professionalism, Customer Focus, Confidentiality, Good Bedside Manner, Medical Teamwork, Customer Service Oriented, Compassionate