

Internal Job Posting - Medical Assistant Certified



Job Title:	Medical Assistant Certified	Date to Apply:	
Department:	Corporate Clinical	Location:	Sawmill/Perimeter
Days:	Monday - Friday	Hours:	General hours are 8:00am to 5:00pm however some coverage will be needed 7:00am to 8:00pm

Position Summary: Responsible for performing a variety of clerical, environmental and organizational duties in support of designated providers and staff during clinic hours.

Responsibilities/Accountabilities:

Clinic Coverage and Patient Care:

- Facilitates patient flow in the clinic by assuring patient check in processes are complete, calling for patients in the main waiting room and directing them accordingly within the clinic.
- Prepares patients for provider or imaging exams, providing appropriate gown, shorts, etc.
- May perform patient care duties (remove wound dressing, sutures, or staples) as trained and directed by providers.
- Perform EKG testing per physician order for pre-admission testing process
- Specimen collection, preparation, and documentation according to proper procedures including venipuncture
- Checks patients out when appointment ends, schedule imaging or follow up appointments as requested
- Provides patients with documentation pertaining to the visit and ensures that same documentation is appropriately captured for the patient record. (i.e. return to work/school/sport, physical therapy orders, etc.)
- Maintains exam room supply stock and keeps exam rooms clean and disinfected between patients as needed. Informs supervisor when supplies need to be reordered for supply room.
- Performs tasks including copying, faxing, scanning and filing documents to ensure a complete and accurate patient record.
- Assists by preparing electronic images or documents for providers based on individual preferences to facilitate appointments.
- Other duties assigned in support of staff or providers.
- Communicates with Patient Relations staff to keep them informed of delays in the clinic schedule

Clinical Intake:

- Obtain and document patient vital signs (height, weight, blood pressure).
- Review and document allergy, medication, and other social history as assigned.
- Based on intake information may provide and document the distribution of patient educational material (such as smoking cessation).
- Greets and welcomes patients and visitors as they enter the clinic waiting area and directs them as needed within the clinic
- Monitors patient flow to ensure that no patient is neglected or delayed unreasonably

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- Responds to patient concerns or questions in helpful and objective manner involving manager as appropriate
- May assist in maintaining waiting area by tidying the space (pick up trash, reading material, etc.) during the workday and communicating with supervisor or housekeeping staff if further attention is needed.

Education, Experience, and Certification/Licensure Required:

High School Diploma and completion of an accredited Medical Assisting program required. Certified Medical Assistant certification required. Customer service experience and basic computer skills required. Must maintain CPR certification. Prior clinical experience in a medical office setting desired

To apply for this posting, please submit a resume to humanresources@orthopedicone.com or fax to 614-827-1035.

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