



JOB DESCRIPTION

JOB TITLE: Medical Assistant
JOB STATUS: Part-time, Non-Exempt
DIVISION/LOCATION: Podiatry/Poughkeepsie
DATE: May 2017
REPORTS TO: Clinical Lead

JOB SUMMARY

This position requires direct patient communication, critical thinking and problem solving. The Medical Assistant works closely with Physician and Clinical Staff. The Medical Assistant provides clinical expertise to ensure all patients receive high quality, efficient care. The Medical Assistant exhibits initiative is compatible and supportive; and displays team cohesiveness. This position will also be responsible for bringing nursing home patients from their rooms to the clinical area where the doctor is treating the patient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists physician with patient office visits which include, rooming patients, interviewing patients, recording vital signs including pulse rate, blood pressure, height and weight, pain level, fall risk and entering information in patient electronic medical record.
- Prepares and reviews patient chart at least 72 hours prior to patient's appointment. Reviews charts for completeness ensuring all required information is included; notes any deficiencies and utilizes all resources internal as well as external.
- Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
- Performs administrative tasks, including form completions, referrals and patient educational material.
- Scans all pertinent information into the electronic health record system.
- Demonstrates appropriate hand washing technique to insure proper infection control and follows universal precautions.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/healthcare errors.
- Demonstrates appropriate use of Red Bag Waste.
- Answers phones, takes messages and troubleshoots patient calls
- Greets and directs all patients within the practice
- Assists with scheduling, rescheduling and confirming appointments
- Obtains prior authorizations orthotics, MRI's and lab work
- Verifies all patient demographics
- Assists in the ordering, receiving, and stocking of office supplies.
- Assists with other related front desk clerical duties such as photocopying, faxing, scanning, collating and mailing.
- Nursing Home travel required
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Certification as a Medical Assistant desired
- Previous experience as a Medical Assistant
- Medical office front desk experience desired
- Current Basic Life Support (BLS) certification

QUALIFICATIONS & REQUIREMENTS

- Must be able to communicate effectively with physician, patients, co-workers, vendors and the public
- Must possess critical thinking skills, flexibility and a positive attitude
- Strong organizational skills
- Travel to nursing homes is required

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