



JOB DESCRIPTION

JOB TITLE: Medical Assistant
JOB STATUS: Part-time Non-Exempt
DIVISION/LOCATION: GI New Windsor
DATE: June 11, 2014
REPORTS TO: RN

JOB SUMMARY

This position requires direct patient communication, critical thinking and problem solving. The Medical Assistant works closely with Physicians, Nursing Staff and Clerical 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists physicians with patient office visits which include, rooming patients, interviewing patients, recording vital signs including pulse rate, blood pressure, height and weight, 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.
- Performs Ancillary testing.
- Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
- 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.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Certification as a Medical Assistant desired
- Previous experience as a Medical Assistant, preferably in Gastroenterology
- Current Basic Life Support (BLS) certification.

QUALIFICATIONS & REQUIREMENTS

- Must be able to communicate effectively with physicians, patients, co-workers, vendors and the public.
- Must possess critical thinking skills, flexibility and a positive attitude.
- Travel to any of the Premier Medical Group locations may be necessary upon request.

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