Flushing Surgical Center is seeking a Medical Assistant

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Provides multidimensional care for assigned patients.
- Greets and identifies assigned patient in preoperative holding area.
- Reviews patient's chart and completes Pre-op/PACU Room section of the record.
- Has patient identify him/herself, checks armband identification and chart, making sure all match.
- Checks chart:
  - Notes preoperative work up.
  - Notes Allergies
  - Checks Lab work
  - Checks operative permit.
- Assists with transport of patient from admitting holding area to procedure room.
- Correctly places monitor leads, blood pressure cuff and electrosurgical pad on patient in PACU.
- Assists with the needs of the physician and RNs.
- Monitors the patient when medication is given and assesses patient's physiological and psychological needs and responses. Reports changes and needs to RN.
- Provides general maintenance of the clinical area.
- Demonstrates awareness of patient’s fears and apprehensions.
- Uses calm, unhurried movements.
- Provides a quiet environment.
- Reassures the patient through touch.
- Ensures the patient's safety and comfort.
- Assists in all patient care to including the following:
  - Vital signs.
  - Assessment of patient's physical status.
  - Medications received and patient's response.
  - Physical/mental limitations found.
- Decision Making
- Functions as a team member and/or floor monitor.
- Practices conservative utilization of supplies.

Other Duties

- Cleans equipment according to manufacturer’s recommendations and stores equipment safely.
- Checks area supplies each day for completeness.
- Updates procedure manuals as needed.
- Assists in sterile processing and other areas as needed.
- Assists with re-stocking rooms daily.
Checks all equipment in assigned room for work readiness. Other duties may be assigned.

**EDUCATION and/or EXPERIENCE:**
Current BLS certification.
Minimum of one-year experience in outpatient surgery/PACU preferred.

Job Type: Full-time

Benefits:

401(k)
Health insurance
Paid time off

Schedule:

8 hour shift