Supervisor: Executive Director

Position Status: Salaried, Full-Time
Position Subject to an Annual Review

Job Classification: Non-exempt

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours may be required.

POSITION SUMMARY

The Medical Assistant’s responsibility is to implement and maintain work flow during Clinic hours. Primary responsibilities include admitting patients, taking patient vital signs, entering patient data into the electronic medical record, room turnover between patients, providing information to patients as needed (i.e. discharge instructions), and any other duties deemed necessary to promote efficient and smooth patient flow and Clinic operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide Clinic support to ensure that operations are maintained in an effective, up to date, and accurate manner.
  - Collect patient information to determine eligibility for service
  - Enter patient data into electronic medical record
  - Prepare Clinic for patient appointments
  - Process patient information received via fax and place in correct medical record for review
  - Admit patients to Clinic in proper order
  - Gather vital signs & patient history-enter into EMR
  - Performs ECGs and blood glucose monitoring
  - Stock supplies in each vital sign station/exam room
  - Turn exam room over between patients
  - Direct patients on referrals
  - Enter patients into EMR
  - Discharge patients to include instructions for follow up appointments
  - Complete all pertinent documentation
  - Perform terminal cleaning on patient rooms at end of shift
  - Make follow up calls to patients as directed by the NP or physician
  - Direct and supervise student volunteers
- Administrative duties as needed
- Prepare medical records for distribution to requesting entities
- Other duties as required

*A comprehensive and detailed list of duties titled MA Duties is maintained and is to be referred to for clarification of job functions.

**QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES**

- Associates degree or certificate in Medical Assisting required or a Bachelor’s degree in a related field will be considered.
- Knowledge of medical terminology is required
- Experience as Medical Assistant in a physician practice preferred
- Proficient in Microsoft Office products and electronic medical records
- Must maintain a professional demeanor at all times
- Must be able to utilize critical thinking processes and work independently
- Ability to maintain a high level of confidentiality concerning patient information
- Excellent interpersonal skills, including effective listening and verbal/written communication
- Ability to analyze and make decisions in a fast-paced environment
- Detail oriented with a high level of accuracy
- Effective organizational abilities and excellent time management capabilities
- Demonstrated ability to conduct oneself in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities