

MEDICAL ASSISTANT (PRIMARY OR SECONDARY)

Job Description



JOB SUMMARY

Primary and Secondary medical assistants perform routine administrative and clinical tasks to keep the offices running smoothly, and to assist the physician. Both primary and secondary medical assistants follow the same job description. The secondary medical assistant supports the primary medical assistant in all duties needed to keep the office running smoothly. Administrative duties may include: updating and filing patients' medical records, maintaining medical information, preparing patients for examination, and assisting the physician during the examination.

Specific job duties:

- Make sure office is opened in AM/ Shut Down in PM
 - a. X-ray machine on, fluids checked daily/ cut off in pm
 - b. Dremel batteries on in am and charged in pm, if the office doesn't have the wired models.
 - c. Rooms stocked daily levels maintained
 - d. Trash taken out in pm
 - e. ½ and ½ injections readily available at all times. .5% Marcaine (1/2 cc) dexamethasone (1/2 cc) in a 1cc syringe
- Assist with Maintaining logs (p-drive): Labs/ logged and checked
 - a. Autoclave cleaned and maintenance
 - b. Instruments cleaned and sterilized
 - c. Emergency drug kit (exp. Dates) checked
 - d. RX ledger when needed
- Maintain back office w/ flow
 - a. Keep rooms full
 - b. Assist with room turnover
 - c. New pts. Thorough work up (x-rays, vitals, new patient packet explanation)
 - d. Add medical history on all new patients and update all established patients history in EHR accurately.
 - e. Accurate and complete room setup for physician
- Setup for in office Surgical procedures
 - a. Correct consent completed correctly(never use medical abbreviations for consent forms)
 - b. Room setup complete
- Scribe in EHR
 - a. Scribe as assigned per physician office flow
- Patient confirmations for following day (assist OC)
- Supplies/ ordering make sure stock is to par (assist)
 - a. Maintain non-covered items/ stock
 - b. Orthotic boxes and labels, foam, labels and order forms
 - c. Culture tube/labcorp

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- Keep all paperwork needed current and plentiful. IE: NP packets, exercise Sheets, non-covered, Rx pads, order forms.
- Maintain x-ray fluid levels
 - a. Fluids on hand(developer and fixer)
 - b. X-ray labels
 - c. X-ray jackets
 - d. X-ray film
- Steri-cycle
 - a. Track pick up accurately use calendar in outlook/ also printed in each office
 - b. Box closed and printed label attached
- Mandatory use of notes in clinical for any patient correspondence
 - a. All patient messages
 - b. Send note to physician for review when necessary
- Scheduling MRI's, CT's, PT, outside labs, pharmacy etc.
- Assist front office for the following day and pull/file charts
- Orthotics
 - a. Call patient to notify when shoes have arrived in office
 - b. Schedule patient appointment for pick up
- Surgeries
 - a. Schedule
 - b. Obtain medical clearance when instructed(per physician request)
 - c. Surgery insurance verification sent to Andrea for verification
 - d. Logged in computer clinical /PM and Outlook calendar
 - e. Surgical packet complete and ready for surgery
 - f. Physician notified
- Other duties as assigned

Personal Qualities:

- Neat and friendly appearance
- Good organizational and strong communication skills with the ability to interact with a variety of persons
- Understanding, courteous and professional at all times in contact with patients, visitors, employees, and medical staff

Other Duties:

- Any other duties relating to the business operation of the medical practice that may be assigned by the physician or administration
- Assume duties of other office personnel when an absence occurs (travel as required)
- Other duties as determined by needs of the physician and/or company owner