



CERTIFIED
FOOT & ANKLE
SPECIALISTS, LLC.

Job Description: Medical Assistant

This position reports directly to the Office Manager

Job Summary

Assists in the delivery of health care and patient management. Incumbents are required to present a positive service-oriented image with actions that are consistent with practice service standards. Follows procedures/protocols established for the management of patient care. Shares responsibility for promoting good staff/patient relations, and facilitating smooth patient flow through department. Prepares room, patient, medical record, and equipment for clinical provider visit and assist provider during examination and treatment. Provides patient education and resolves patient inquiries.

- Prepares patients for examination and treatment. Accurately records patient history/chief complaint, vital signs, procedures completed on patients, treatments given and patient's response to treatment as reported by the patient.
- Prepares exam and treatment rooms with necessary instruments
- Prepares and maintains supplies and equipment for treatment, including sterilization.
- Assists physicians in preparing for minor surgeries and routine exams.
- Assures that protocols are followed in compliance with OSHA and CLIA.
- Assists with scheduling of tests and treatments.
- Screens telephone calls for referral to physician and drug overrides.
- Provides general information on office policies and procedures.
- Assists in ordering and maintaining clinical supplies.
- Maintains patient's files, records and other information.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.
- Maintains patient confidentiality.
- Provides self-care education as appropriate
- Gives information or instructions to patients per established guidelines and in consultation with the appropriate provider(s).
- Assists in organizing and facilitating an orderly flow of patients from reception areas to exam rooms and subsequently to other patient care areas in the practice
- Performs related work as required.
- Performs MRIs, X-rays and other procedures as required and for which trained
- Participates in maintaining records required by regulatory bodies (i.e. OSHA, CLIA, etc)
- Travel to other offices may be required to help cover shortages.
- Extra duties as assigned.

Qualifications/Specifications

Knowledge, Skills and Abilities:

- Knowledge of medical practice to assisting in giving patient care.

- Knowledge of examination, diagnostic and treatment room procedures.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications under the direction of the treating physician.
- Skill in taking vital signs.
- Skill in maintaining records and recording test results.
- Skill in establishing and maintaining effective working relationships with patients, physicians and the public.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to communicate clearly.
- Bilingual is a plus.

Experience: one to two years related experience in a medical office or similar clinical setting.

Education/License: Graduate of Medical Assisting Program preferred; certification preferred.

Physical Requirements and Working Conditions

- Moderate lifting to position patients and equipment.
- Work requires normal visual acuity for providing patient care, use of computer display terminals and reading office correspondence.
- Exposure to communicable disease, toxic substances, ionizing radiation, pharmaceutical preparations and other conditions common to a medical office environment.
- Occasional evening or weekend work as scheduled.

Medical Assistant

Date