

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: Medical Assistant
Division: Medical Services **Department:** Specialty Clinics
Reports to: Manager, Specialty Clinics **Classification:** Regular, Full Time
Opening Date: January 10, 2020 **Closing Date:** January 17, 2020

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation Monday – Friday from 8:00AM to 5:00PM

Schedule Schedule is subject to change dependent on rotational shifts and hours of operation

BASIC PURPOSE OF THE JOB

The Medical Assistant is a licensed professional who assumes responsibility and accountability for a group of patients for a designated time frame. This individual provides safe, quality care to these patients utilizing the nursing process as the basis for clinical practice.

QUALIFICATIONS

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| Minimum Education | ▪ Certificate from a Medical Assistant or Nursing Assistant program |
| Minimum Work Experience | ▪ Two (2) years of experience as a Medical Assistant preferred |
| Required Licenses / Certifications | ▪ Current Healthcare Provider BLS Certification |

Required Skills, Knowledge and Abilities

OVERVIEW OF JOB RESPONSIBILITIES

1. Answer telephones and direct calls to appropriate staff
2. Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
3. Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
4. Maintain medical records, technical library, or correspondence files.
5. Greet visitors, ascertain purpose of visit, and direct them to appropriate staff, and/or department.
6. Compile and record medical charts, reports, or correspondence, using personal computer.
7. Receive and route messages or documents, such as laboratory results, to appropriate staff, and/or department.
8. Transmit correspondence or medical records by mail, e-mail, or fax.
9. Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
10. Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.
11. Perform duties such as credits or collections, preparing and sending financial statements or bills, and keeping financial records.
12. Schedule tests or procedures for patients, such as lab work or x-rays, based on physician orders.
13. Complete insurance or other claim forms.
14. Transcribe recorded messages or practitioners' diagnoses or recommendations into patients' medical records.
15. Arrange hospital admissions for patients, in coordination with appropriate department.
16. Prepare correspondence or assist physicians with preparation of reports, speeches, articles, or conference proceedings.
17. Attends all required safety training programs and can describe his or her responsibilities related to general safety, department/service safety, and specific job-related hazards.
18. Responsibly follows the Hospital Exposure Control Plans/Bloodborne and Airborne Pathogens.
19. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible and courteous environment.

20. Promotes effective working relations and works effectively as part of a department/unit team inter and intra departmentally to facilitate the department's/unit's ability to meet its goals and objectives.

*Complete job description provided upon employment.
