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Medical Assistant 2

Assists Physician and Physicians Assistants in the examination and treatment of patients. Duties to include interviews with patients to obtain medical history check pulse, temperature, blood pressure, weight, height, vision and hearing. Assists clinicians in therapeutic procedures such as applying and removing casts and all medical exams. "Employee performs all duties in a manner consistent with the mission and values of RVMC."

Works under the supervision of the Medical Director.

The following is a list of essential job accountabilities:

1. Work under direct supervision of an MD or DO.
2. Room patients in a timely and efficient manner.
3. Maintain height, weight, respiratory, blood pressure, pulse, temperature, and oxygen saturation in an electronic health record format. Will also record patient presenting complaint and pertinent history.
4. Update patient's Medical allergies and medication list in electronic health record at each visit
5. Assist providers in scheduling tests, making referrals to other providers or for other medical services, and notifying patients of their test results.
6. Interact with patients to facilitate the scheduling of needed services such as procedures, laboratory work, imaging and referrals.
7. Notify patients regarding the advice of their providers.
8. Routinely screen phone calls from patients to the providers.
9. Set up procedure rooms for procedures and assist with procedures as needed.
10. Responsible for properly labeling and delivery of all pathology specimens; biopsies, PAPs, etc.
11. Routinely remove sutures as directed by the provider.
12. Assure exam rooms are completely supplied with materials needed by providers.
13. Routinely check for outdated medications and supplies in the exam and procedure rooms.
14. Perform EKG's, PFT's, vision testing, hearing testing and injections.

15. Refill prescriptions as directed by provider or as outlined in the refill protocol.
16. Assist provider in keeping on schedule and notify the provider of changes to the schedule.
17. Work as a team member with all other clinic staff to promote caring, efficient, and timely care for patients.
18. Other medical and administrative duties as outlined by the provider
19. Satisfactory time and attendance

Minimum Qualifications and/or Licensure:

- Medical Assistant Certification.
- BLS Certification
- Minimum 2-4 years in a medical setting.

Knowledge and Skills Required:

- Regulatory guidelines;
- Communication skills;
- Strong interpersonal skills and working knowledge of PC's preferred;
- Confidentiality and Patient's Rights;

Physical Requirements:

Extensive standing and walking with occasional reaching, stooping, kneeling and crouching. Must be able to lift, carry, push or pull at least 50 pounds. Very good close vision and the ability to identify and distinguish color. Exposure to fumes and airborne particles and Blood Borne Pathogens. Some risk of radiation exposure. Some risk of electrical shock. Work is in a clean medical environment. Noise level is quiet to moderate. Frequent keyboarding and repetitive movements.

Signature:_____

Date:_____

Print Name:_____