

JOB DESCRIPTION

POSITION: Medical Assistant

DEPARTMENT: Nursing

REPORTS TO: Nursing Supervisors and Director of Nursing

LOCATION: Mountain Home

GENERAL PURPOSE:

Assist in the delivery of patient care and EMR utilization. Work directly with the physicians, physician nurses, and APRNs.

JOB DUTIES AND RESPONSIBILITIES:

Including, but not limited to the following:

- ❑ Chart prep, which includes:
 - Fee tickets
 - Lab results, scan reports, or other diagnostics
 - Medication lists
 - Notes
 - New patient information from the portal
- ❑ Obtain and document height, weight, vital signs, and pulse ox if applicable
- ❑ Enter patient's allergies, medications, medical, social, surgical and family histories, cancer screenings, as well as, referring and patient's other physicians
- ❑ Attach ICD-10 codes to diagnoses
- ❑ Review patient's medication list and keep it up-to-date.
- ❑ Comply with Meaningful Use requirements
- ❑ Prepare patients for examination and/or procedures
- ❑ Assist with completion of visit note and send to other providers
- ❑ Assist with completion of professional billing
- ❑ Assist with CPOE – computerized physician order entry
- ❑ Assist with scheduling blood orders and hospital admissions
- ❑ Keep exam and procedure rooms stocked with necessary supplies, linens, and instruments
- ❑ When necessary helps chemotherapy nurses in the Treatment Room.
- ❑ Re-stock and inventory Procedure Rooms weekly
- ❑ NH only: Prepare and sterilize instruments. Clean autoclave and change water weekly. Run control sterilization per protocol monthly. Clean and check full maintenance of autoclave quarterly. Clean door gasket bi-annually.
- ❑ Attend required meetings and participate in a constructive manner as part of a cooperative organization.

- ❑ Participate in professional development activities and maintain professional affiliation.
- ❑ Maintain patient confidentiality according to HIPAA rules and regulations.
- ❑ Establish and maintain effective working relationships with physicians, patients, medical staff, and the public.
- ❑ Ability to react calmly and effectively in emergency situations.
- ❑ Ability to communicate clearly.
- ❑ All clinical knowledge, skills and abilities will be checked first in a 90-days-from-hire evaluation, and then on an annual basis thereafter.
- ❑ Perform related work as required.

QUALIFICATIONS:

- ❑ Graduate from an accredited Medical Assistant Program
- ❑ Must be a credentialed Medical Assistant - Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA)
- ❑ BLS certification
- ❑ Proficient in use of EMR (electronic medical record)

PHYSICAL REQUIREMENTS:

I have read the job description above and I have the knowledge, skills and abilities to perform the job duties as described with or without responsible accommodation.

COMPLIANCE REQUIREMENTS:

The employee ensures they are familiar with policies and procedures, will complete all required training assignments, and follows the Code of Conduct. The employee will comply with all federal and state regulations, laws and policies as they presently exist and as they change or are modified.

Name

Date

Created: 01/2011
Revised: 05/2014, 10/2015