

Position: Medical Assistant / Scribe for Surgery Department

Department: Nursing

Reports To: Director of Surgical Oncology

Location: Springdale - Onsite

FLSA: Non -Exempt



HIGHLANDS
ONCOLOGY

I. GENERAL PURPOSE

- Assist physicians in the delivery of patient care and electronic medical record documentation.

EDUCATION / EXPERIENCE

- Graduate from an accredited medical assistant program
- Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) preferred
- BLS certification
- Proficient computer skills
- Excellent communication and customer service skills
- Organizational and problem-solving skills
- Ability to multitask and give attention to detail
- Proficient speaking and understanding English and Spanish specialized vocabulary, medical terminology, and phraseology preferred
- 1 year of Oncology experience preferred

II. JOB DUTIES AND RESPONSIBILITIES

- Prepare and room patients for physician examination and/or procedures
- Act as the physician's "scribe" during clinic.
- Assist with the completion of visit notes, provider orders, referrals, and professional billing.
- Prepare patient charts prior to clinic including lab results, reports, and other diagnostics.
- Assist with FMLA, home health, and physical therapy forms and required documentation.
- Maintain patient confidentiality according to HIPAA rules and regulations.
- Stock exam rooms, procedure rooms, and carts with necessary supplies, linens, and instruments
- Take weekly inventory and submit orders to supply manager.
- Complete data entry on non-clinic days as needed.
- Attend and participate in required meetings
- Participate in professional development activities and maintain professional affiliation.
- Establish effective working relationships with physicians, patients, medical staff, and the public.
- Keep composure and professional demeanor in emergency situations.
- Perform related and additional duties as assigned.

III. PHYSICAL DEMANDS

- Walking, standing, sitting, and bending for long periods of time
- Occasionally lifting 50 pounds or less