

## Compass Health PC

### Job Description

#### **Job Description: Medical Assistant-Clinic**

**Division:** Lansing Institute of Urology

**Reports To:** Medical Assistant Lead; Clinical Assistant Manager; Practice Manager and Physicians

**FLSA Status:** Non-Exempt

**Summary of the position:** As a medical assistant within the practice your primary objective is to efficiently, prepare patients to see the doctor upon arrival to the office. This process includes intake documentation, ensuring that needed equipment is prepared and ready and the physician is aware of any pertinent changes or needs that the patient has brought to the attention of the office. The secondary aim of this position is maintain a clean and well functioning clinical space allowing for maximum efficiency, and patient safety.

#### **Job Duties:**

This job description is intended to cover the minimum essential duties assigned on a regular basis. Associates may be asked to perform additional duties as assigned by their leader. Leadership has the right to alter or modify the duties of the position.

1. Prepares patient for examination. Rooming patient. Obtains vital signs and chief complaint. Appropriately documents information obtained.
2. Performs laboratory and diagnostic testing.
3. Answers, screens and triages telephone calls. Takes accurate messages and distributes to the appropriate personnel within the guidelines of the practice.
4. Schedules tests and referral appointments for patients.
5. Administers oral and injectable medication.
6. Perform urinalysis testing per protocol
7. Processing labs and specimens according to company protocol. Sends orders and prescriptions to labs and pharmacies.
8. Maintains and cleans equipment and environmental safety as required.
9. Prepare used instruments for processing cleaning and wrapping them to be autoclaved.
10. Responsible for knowing at all times where the physician is and anticipate his needs within the practice.
11. Maintains all logs and required checks (i.e., refrigerator temps, medications, oxygen, etc.)
12. Inventories, orders and restocks areas as necessary.
13. Daily Medication Counts
14. Cleaning equipment and patient rooms Scope cleaning and processing.
15. Communication with healthcare providers, patients,
16. Engages and helps promote patient/family teaching as appropriate; and provides an educational environment for patients and patient families.
17. Ability to provide clerical services and clinical services as required to maintain an effective practice flow. Cross trained to work both clerically and clinically
18. Maintains practice standards by participating in in-services, committees, etc. May assist in developing and implementing quality control and practice policies.
19. Other duties as assigned by Supervisor, Clinical Assistant Manager, Practice Manager and/or Providers

## Compass Health PC

### Job Description

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; email. Timekeeping, internet software and electronic medical record software.

#### **Education/Experience:**

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands; sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet.