

Position Title: Medical Office Assistant
Department: Physician Office Practice
Pay Rate: \$10.35 min doe

Job Summary: Serves as the first contact with patients entering the clinical area. Prepares charts and physical facilities for patient encounters. Prepares patients for examination. Works with the medical and clerical staff of the physician office practice.

Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Assesses the patient and family needs, collecting health status data and identifying patient problems. Assists with the collection and/or processing of laboratory specimens as ordered by the provider. Prepares the patient for examination. Triage medical phone questions. Arranges patient referrals. Schedules surgeries and other procedures. Monitors clinical area. Maintains inventory of medical supplies. Follows up on missed appointments, arranges treatments and periodic visits. Demonstrates the ability to identify and address the needs of different patient age groups and the ability to effectively communicate with these patients. Performs other duties as requested. Functions as a team player.

Qualifications:

The following qualifications, or equivalent, are the minimum requirements necessary to perform essential functions of this job.

Education and formal training:

High school diploma or equivalency and Medical Office Assistant Training, or training as CNA or Phlebotomist. Current CPR certification. Certification in Medical Office Assisting preferred.

Work Experience:

One-year medical office experience preferred.

Knowledge, skills, and abilities required:

Demonstrates the ability to interact effectively with patients, families and others. Demonstrates an attitude of cooperativeness and team spirit. Provides evidence of professional values and ethics.

Physical Requirements:

Must be able to lift at least 75 pounds. Visual acuity sufficient to read small typing and computer screen, must be able to hear conversation level, must be able to bend, stoop and sit or stand for extended periods of time. Must be physically able to perform CPR. Must be able to handle stress well.