



Medical Assistant

Position: Medical Assistant

Reports to: Clinical Nurse Manager

Overtime Status: Hourly, Non-Exempt

Scope: Responsible for providing organization and support to assigned provider. Responsible for Patient Clinical Triage and EMR chart documentation, handling all patient phone calls and acting as liaison between the patient and the doctor, refilling and prior authorization of all patient medications, preparation of back office clinical charts for daily schedule. As well as a multitude of tasks related to back office medical assisting functions.

Essential Duties & Responsibilities:

- Triages patients during clinical hours-to induce necessary documentation with EMR.
- E-scribing of medication.
- Coordinates the patient flow from the back office, including check out as needed.
- Addresses all patient messages and internal messages daily.
- Prepares any clinical charts at least two days in advance and assures that all results are in the system.
- Scans all paperwork into the EMR once note is completed.
- Return patient phone calls daily.
- Schedule office appointments and procedure appointments.
- Discuss preparations for procedures and ordered tests by physician.
- Complete tasks from the provider daily, scribe for the physician/nurse practitioner during office appointments.
- Act as a liaison on behalf of the provider for positive patient care.
- Prior authorizations, refill requests, capsule endoscopy, and other procedures.
- Maintains inventory/order/cleanliness of assigned exam rooms and workstations.
- Will perform other duties and tasks as assigned by the clinic manager or Physician.
- Provides back-office assistance for other doctors as needed.

Education and/or Experience:

- High school or equivalent
- 2 years MA experience

License/Certification:

- Certified Medical Assistant
- BLS/CPR (preferred)

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. Work may require sitting for long periods of time; also stooping, bending, and stretching for files and supplies. Occasionally lifting files or paper weighing up to 20 pounds. Requires manual dexterity sufficient to operate a keyboard, a calculator, telephone, copier, and other such office equipment. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contacts. It is necessary to view and type on computer screens for long periods of time.