



Employee Name:

Hire Date:

General Information			
Job Title	MA	Department	Clinical
Location	Arlington	FSLA Status	Fulltime <input checked="" type="checkbox"/> Part time <input type="checkbox"/> PRN <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input checked="" type="checkbox"/>
Reports to	Lead MA	Supervises	Admissions Staff

Job Summary

As a member of our Clinical team, the Medical Assistant position is responsible for ensuring Patient Care Excellence by managing tasks utilizing Electronic Medical Records system. Working closely with physicians and patients by obtaining medical history, verifying all paperwork is complete, performing inventory and ordering stock for work areas, assisting physicians with procedures and patient triaging

Principal Duties and Responsibilities

- Escorts Patient to exam room and prepare for physical evaluation by obtaining vital signs.
- Conducts patient interview to obtain medical history including past medical and surgical history, allergies and present condition.
- Verifies all paperwork is complete and place demographic label in chart.
- Reviews chart for completeness and accuracy by ensuring all pertinent studies/diagnostics are available and last physician note is in chart.
- Coordinates providers schedule, responds to patients voice mails and intake items.
- Displays MRI films or other studies brought by patient for office visit.
- Assists physician with procedures including:
 - Suture / Staple removal under direction of physician
 - Application of cast / splints / DME
 - Removal of casts / splints
 - Monitor / Expedite patient flow
- Assists patients with mobility. Provide wheelchair and help patient to next area as needed.
- Returns un-needed diagnostic studies to patient and record in EHR.
- Draws injections for physician.
- Prepares specimens to send to lab.
- Documents all injections, prescriptions, casts / splints, DME's dispensed in EHR.
- Provides patient education as needed.
- Prepares exam rooms. Clean and disinfect any contaminated counters or exam tables.
- Inventories and restocks work areas.
- Disposes of bio-hazardous waste.
- Acts as liaison between triage nursing and physician by communicating patient information in an accurate and timely manner.
- Enters event codes in EHR
- Places x-ray orders in EHR system.
- Ensures patient and personal safety while in office.
- Follows blood borne pathogen policy.
- Maintains confidentiality of all patient information and comply with HIPAA regulations.
- Attends in-house continuing education seminars offered to staff.
- Records all needed information into the EHR.
- Other duties may be assigned.
- Authorizes and schedules procedures as needed for providers.

Job Qualifications

Education

- Minimum of one year certificate from college or technical school and one to three years related experience and/or training; or equivalent combination of education and experience.
- Graduate of an approved Medical Assistant Program.
- Current CPR/AED Certification a plus.

Specific Job Experience

- Previous medical office experience including surgical and office scheduling and patient education preferred

Knowledge, Skills and Abilities

- Excellent verbal communication skills.
- Experience working in a positive team environment.
- Orthopedic and/or surgical experience preferred

Physical Demands/Work Environment

These physical demands and work environment characteristics are representative of those necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Frequency	None	Some	Freq.	Very Freq.
Lifting > 50 lbs.	X			
Lifting > 20 lbs.		X		
Pushing > 50 lbs.	X			
Pulling > 50 lbs.	X			
Stooping, Kneeling		X		
Crawl	X			
Climb	X			
Balance	X			

Key

Some – 1-4 times/day
 Freq – 20-40 times/day
 Very Freq – >50 times/day

Physical Requirements:

- Perform shift work
- Maneuver weight of patients
- Hear alarm/phone/equipment
- Manual dexterity (hand/eye coordination)
- Reach above shoulder
- Repetitive arm/hand movement
- Finger dexterity
- Color vision
- Acuity – Near
- Acuity – Far
- Depth perception

Hazards:

- Exposure to toxic/chemical/detergents
- Exposure to extreme hot/cold conditions
- Exposure to dust/fumes/drafts
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to X-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to pathogen exposure
- Exposure to risk exposure
- Use of latex gloves

Mental/Emotional Requirement:

- Manage stress appropriately
- Handle multiple priorities
- Works alone
- Manage anger/fear/hostility /violence
- Work in areas that are confined and/or crowded

Working Conditions

- INSIDE [Specify major conditions]
- OUTSIDE [Specify major conditions]

Work Positions (% of time spent):

Sitting: 20%

Standing: 60%

Walking: 20%

Conclusion

The above duties and responsibilities may be essential job functions subject to reasonable accommodations. All job requirements listed indicate the minimum of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

Authorization

I have reviewed the job description and received a copy of it. I attest that I can perform all essential functions of this position including the physical and mental/emotional demands of the position with or without reasonable accommodations.

Job Holder Signature		Date	
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