

**Job Title:** Certified Medical Assistant

**Department:** Medical Assistants

**Reports to:** Medical Assistant Team Leader

**Exempt       X Non-Exempt**

**Key Responsibilities:**

- Function as a team member among all SOC employees, demonstrating willingness to work wherever needed
  - Act as a liaison between patient and provider staff
  - Maintain patient confidentiality in compliance with HIPAA laws
  - Review patient charts day before appointment to determine patient flow
  - Prepare physician work area
  - Disinfect physician/medical assistant work area, exam tables, and desks
  - Stock exam rooms with applicable models, forms, pamphlets, and supplies
  - Escort patient to exam room and X-Ray
    - Obtain and document vitals in EMR
    - Review and document patient drug allergies
    - Prepare patient for exam
    - Review medical information in EMR for completion
  - Prepare patient and assist physician with injections and aspirations
  - Remove wound dressings, staples/sutures, apply dressings when indicated
  - Assist physician with minor office procedures
  - Instruct and demonstrate patient exercises
  - Prepare lab specimen for transfer
    - Complete requisition form
    - Make arrangements for specimen pick up
    - Take specimens to lab after
  - Complete lab/study requisition forms per physician order/protocol (obtain provider signature)
  - Monitor patient post-operative INR schedules; contact patient with updated physician orders
  - Call in prescriptions per physician order; document in chart
  - Discuss patient concerns/questions with physician and relay recommendations to patient;
    - Include chart documentation
  - Clean and prepare exam rooms for next patient appointment
  - Use exam room lighting system effectively
  - Properly dispose and replace biohazard bags and Sharps containers
  - Distribute clean laundry; dispose of dirty laundry
  - Rotate drug samples; dispose of outdated samples; dispense samples with instructions to patients per physician order with documentation in sample log
  - Communicate with drug representatives; order samples as needed
  - Phone triage rotation; take phone messages, direct calls, etc.
  - Complete and process FMLA, disability, and all other patient forms
  - Collect, clean, and autoclave instruments
  - Operating knowledge and daily maintenance of fax, printer, and copy machines
  - Proficient computer skills
  - Retrieve phone messages, return phone calls, and chart documentation in a timely manner
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- Performs other duties as assigned by the Supervisor, Administration, or Physicians.
  - Attend and participate in bimonthly team meetings

- Functions as a team player among all SOC employees, demonstrating willingness to help wherever needed and considering all work to be done as SOC work, not just department work
- Assures compliance with the rules and regulations of HIPAA, OSHA, Medicare, Medicaid, and other programs

**Education and qualifications**

- High School Diploma
- Appropriate Medical Certification
- CPR Certified

**Expected Hours of Work**

This is a full time position. Days and hours of work may fluctuate between 7:00 am and 6:00 pm.

**Equipment Used**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described herein 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.

This position is very active and requires standing, walking, bending, kneeling, stooping, and crouching all day. The employee must frequently lift or move objects and patients weighing over 50 pounds.

**Required Attire:** Black scrubs

Our team is our strongest asset and we continue to invest in our team through a robust compensation and benefits package. Some of the full-time benefits for working for Steindler Orthopedic Clinic include:

- Paid time off
- Health, dental, and vision insurance
- Short and long-term disability
- Life insurance
- 401k
- Profit-sharing
- Close parking
- Wellness plan, standing desks, gym discounts

We also offer opportunities for professional growth and development in an innovative and collaborative environment.