



PREMIER SURGICAL ASSOCIATES, PLLC

CLINICAL - MEDICAL ASSISTANT

Position Summary: Prepare patients for examinations and assist physicians with delivery of care including assisting physician with a wide range of in-office surgical procedures; assist patients with ambulatory difficulties. May be required to scribe for the physician during patient visits. Differentiate abnormal and normal findings on assessment, labs, and outpatient testing. Return patient telephone calls, calls to health care institutions and pharmacies. Call or fax orders (written by M.D.) and coordinate with hospitals for scheduled surgeries and surgical releases. Follow up on patient care, medical condition and post operative conditions/trauma. Establish contact with patients after missed appointments or tests to determine the cause and reschedule appointments. Ensure inventory of medical supplies and on hand medications are current and within expiration date. Responsible for requesting records and x-rays as needed by physician for clinic. Send records to physicians as requested when required. Confirm clinical supplies are maintained and ready for patient care.

Reports to: Assigned Physician(s) and Office Manager.

Supervision Exercised: None

Qualifications:

- Current clinical certification (i.e.: RMA, CMA, CCMA)
- Current CPR certification and annual re-certification
- Computer literacy – ability to enter and document in applicable EHR
- Maintain proficiency and update skills through approved continuing education courses of study, medical related seminars or attendance at accredited schools of higher education

Knowledge:

Interpersonal skills are necessary to relate well with the patients and their families, physicians and fellow employees in order to reflect a positive guest relations image. Promotes good guest relations by treating others with courtesy, integrity, and ethical conduct. Respects the privacy and the individual differences of others. Maintains confidentiality.

Responsibilities, including but not limited to:

- Assess patient needs and act on changes. Include all phases of assessment, planning, implementation, and evaluation. Assess basic learning needs and identify possible teaching strategies related to patient care and needs.

- Prepare surgery rooms for and assist physician with in-office procedures which could include but are not limited to: lesion excision, lipoma excision, core breast biopsy, I & D of pilonidal, sebaceous cyst and epidermoid cyst, and venous procedures, pacer checks.
- At times transcribe the patient office visit record for EHR as the physician dictates
- Completes suture removal, wound dressing and redressing, Unna Boot dressing.
- Clean, sterilize and maintain sterility of surgical instruments and supplies.
- Examine pathology reports, x-rays, outpatient diagnostics and laboratory tests for normal and abnormal findings; send records to patients or physicians as requested.
- Inventory and order medical supplies as well as restock on arrival.
- Follow-up on outpatient diagnostics prior to planned surgery and or invasive procedures.
- Coordinates follow-up with other physicians at request of attending physician.
- Completes data collection, entries and record keeping upon request.
- Medical record preparation: track records and x-rays, request as needed for appointments.
- Schedules surgery or cross-trained to schedule surgery in the absence of the surgery scheduler.
- Can assist with prior authorizations when necessary if schedulers are unavailable.
- Assists in maintaining a clean, safe work environment.
- Complies with office policy, procedures, standards of conduct and provides accurate timely information for bookkeeping requirements. Informs Office Manager of administrative needs and compliance issues.
- Learn the role of other clinical staff members and be available to fill in for them PRN.
- Manages work flow and quality care effectively and efficiently in a digital environment including tasks such as:
 - Processing orders
 - Recording family & patient medical/ surgical history
 - Recording review of systems
 - Recording manual lab results
 - Processing assigned task management & nurse calls
 - Performing a Med reconciliation
 - Rx and drug/drug, drug/allergy review
 - Recording of vital signs
 - Updating the problem list
 - Updating Allergy list
 - Updating provider roles

Environmental Working Conditions:

Normal office environment. Rarely evening or weekend work. Work effectively in a demanding environment with minimal supervision. Requires ability for long hours of standing, walking, stooping, bending, lifting and assisting patients. May be required to assist in transporting patients to other locations and facilities.

Lifting up to: <input type="checkbox"/> 5 lbs. <input checked="" type="checkbox"/> 20 lbs. <input type="checkbox"/> 40 lbs. <input type="checkbox"/> 60 lbs. <input type="checkbox"/> Over 60 lbs.
Pushing up to: <input type="checkbox"/> 25 lbs. <input type="checkbox"/> 50 lbs. <input checked="" type="checkbox"/> 150 lbs. <input type="checkbox"/> 250 lbs.
Manual Dexterity: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High
Average % of time during regular shift devoted to:
Standing: <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input checked="" type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Walking: <input type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input checked="" type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Squatting: <input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Sitting: <input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Indicate % of time employee must perform each activity:
Repetitive Motion (Depending on hand dominance):
Right Hand: <input type="checkbox"/> 0-20 <input checked="" type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Left Hand: <input type="checkbox"/> 0-20 <input checked="" type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Right Foot: <input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Left Foot: <input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Not Applicable: <input type="checkbox"/>
Bending:
to waist: <input type="checkbox"/> 0-20 <input checked="" type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
to floor: <input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Not Applicable: <input type="checkbox"/>
Reaching:
to waist: <input type="checkbox"/> 0-20 <input checked="" type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
to floor: <input type="checkbox"/> 0-20 <input checked="" type="checkbox"/> 21-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 61-80 <input type="checkbox"/> 81-100
Not Applicable: <input type="checkbox"/>

updated 06/2020

I have read my job description.

Employee signature _____ Date _____