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| **Job Description:** In order to ensure maximum quality patient care, the Medical Assistant provides clinical support to [CHC]’s providers and clinical staff.   **Responsibilities** 1. Perform standard waived and moderate lab tests and EKG’s.  2. Phlebotomy. Perform daily lab QC checks. Prepare lab specimens for transportation to reference labs.  3. Ensure prior test results and referral responses are on chart.  4. Serves as a primary point of contact for patients upon introduction and entry to the clinic.  5. Receive, direct, and relay telephone and fax messages.  6. Provides dual customer service efforts for the Physician and patients.  7. Annotate temperatures for refrigerator, freezer, incubator, and room on a daily basis.  8. Autoclave instruments in accordance with daily and monthly cleanings schedules.  9. Exam room prepared for receiving patient, including an adequately stocked room.  10. Anticipation of preliminary tests. If appropriate, have patient in gown for pelvic, physical, etc.  11. Assisting provider with prescribed medication/samples from clinic medication outlet.  12. Review and planning of provider scheduling with LPN team leader.  13. Assist LPN team leader with referrals, tracking of weekly labs, radiology, EKG’s. Log all positive HCG’s, abnormal cytology reports in appropriate logs.  14. Assist provider with minor surgeries and procedures.  15. Give Immunizations and injections per provider directive.  16. Assisting provider with prescribed medication/samples from clinic medication outlet 17. Review and planning of provider scheduling with LPN team leader.  18. Record brief history with vital signs, weight, height, last menstrual period, allergies, annotated on progress note.  19. Review and planning of provider scheduling with LPN team leader.  20. Assist LPN team leader with telephone message management under the direction of the provider. Documentation must be accurate, concise, and timely.  21. Answer telephone and schedule patients as needed. | |
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