

Job Title: Allergy Technician	Hours Per Week: 36-40 hours (FT) / 27 hours maximum (PT)
Department: Allergy	Location: Required to work at/travel to all office locations
Effective Date: 2/17/2020	Type: Full-Time (FT) or Part-Time (PT) / Non-Exempt Hourly

POSITION OVERVIEW

The Allergy Technician performs allergy testing using Skin Endpoint Titration (SET), prepares extract for immunotherapy and administers immunotherapy under the supervision of the physician. Patient testing and treatments are recorded in the medical record. The Allergy Technician conducts patient training and instruction as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Efficiently and professionally answer physician, patient and family calls regarding testing and treatments.
- Provide information and allergy education, share knowledge and answer patient questions and concerns during testing and throughout therapy.
- Follow department policies and protocols regarding testing, treatments, and emergencies.
- Maintain satellite offices and communicate needs to other staff and manager as needed.
- Welcome patients in a professional, courteous manner and escort or assist them to the testing or treatment area.
- Perform skin testing (SET) as ordered for patients.
- Perform RAST testing as ordered for patients who do not qualify for skin testing.
- Administer routine allergy immunotherapy as ordered.
- Calculate and mix allergy extract for immunotherapy per approved formula.
- Prepare and maintain treatment and mixing boards.
- Verify patient information, insurance information, collect patient paperwork and signatures as appropriate.
- Accurately and efficiently document the patient testing and treatment in the patient charts and electronic medical record.
- Maintain, clean and stock all treatment and work areas.
- Process payment and other billing paperwork appropriately.
- Other duties as assigned.

EDUCATION, EXPERIENCE & KNOWLEDGE REQUIREMENTS

Education

- High School Diploma or equivalent required

Certifications

- CPR Certification – *within 6 months of hire; maintain certification throughout employment*
- Clinical Licensure (CCMA, CMA, RMA, LPN or RN)

Experience

- Minimum 1-year experience in a medical office with electronic charting or equivalent (preferred)

Knowledge & Skills

- Exceptional skills regarding patient relations, quality, accuracy, productivity, critical thinking and teamwork are required.
- Computer skills with ability to utilize electronic medical records and other software is required.
- Must have the ability to work with speed and accuracy.
- Must possess strong organizational skills.
- Ability to communicate and articulate complex information simply
- Must promote teamwork by demonstrating willingness to assist others.

PHYSICAL REQUIREMENTS	PRIMARY DUTY	Percent of Time doing Activity			
		0%- 24%	25%- 49%	50%- 74%	75%- 100%
Seeing: Must be able to read screen & various reports	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing: Must be able to hear well enough to communicate	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing / walking	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing / kneeling/bending	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting / pulling / pushing	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping / feeling: Must be able to write, type, and use phone	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. This job description is NOT a contract for employment and does not modify or circumvent the employee's 'at-will' employment relationship with the company.

leader of the organization has provided written authorization.