

Job Title: Clinical Assistant	Hours Per Week: 36-40 hours (FT) / 27 hours maximum (PT)
Department: Clinical	Location: Required to work at/travel to all office locations
Effective Date: 1/6/2020	Type: Full-Time (FT) or Part-Time (PT) / Hourly

POSITION OVERVIEW

The position assists in patient visits by documenting the visit in the electronic medical record and by performing general clinical duties under the supervision of the Physician or other provider.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Welcome patients in a professional, courteous manner and escort or assist them to the exam room.
- Collect initial patient information including vital signs as directed.
- Accurately and efficiently document the patient visit in the electronic medical record.
- Enter prescriptions, lab orders or test orders in the electronic medical record as directed.
- Assist with examinations, treatments, and in-office procedures as directed.
- Process specimens per office procedures.
- Prepare, clean, and maintain exam rooms and lab area per office procedures.
- Maintain instruments and equipment ensuring all are cleaned, in good working order, and organized for the physician.
- Handle other duties and special projects as assigned.

COMPANY PROVIDED DEVELOPMENT OPPORTUNITIES

Certifications

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

EDUCATION, EXPERIENCE & KNOWLEDGE REQUIREMENTS

Education

- High School Diploma or equivalent required

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 computer screen & various documents	Yes				X
Hearing: Must be able to hear well enough to communicate	Yes				X
Standing / walking	Yes			X	
Climbing / kneeling/bending	No	X			
Lifting / pulling / pushing	No	X			
Grasping / feeling: Must be able to write, type, and use phone	Yes				X

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.