

# Isis Obstetrics and Gynecology, LLC

## Job Description

**JOB TITLE:** Medical Assistant

**DEPARTMENT:** Clinical

**RESPONSIBLE TO:** Practice Administrator

### **General Summary:**

Under the direct supervision of the Administrator, the Medical Assistant assists in the delivery of primary health care and patient management. Provides other diverse duties as required.

### **Essential Job Functions:**

1. Greets patients and visitors in a prompt, courteous and helpful manner.
2. Prepares patients for examination and treatment in an efficient manner.
3. Prepares exam and treatment rooms with necessary instruments.
4. Prepares and maintains supplies and equipment for treatments including sterilization.
5. Maintains smooth patient flow and ensures exam rooms are occupied with patients to maximize provider's time.
6. Pulls charts for lab results.
7. Performs vital signs assessment.
8. Maintains patient medical record and documents patient information (i.e. recording results).
9. Maintains patient confidentiality.
10. Follows OB checklist to ensure all tests and routine OB protocol is maintained.
11. Maintains work area, including patient bathroom, in a neat and orderly fashion.
12. Identifies and labels all specimens accurately and correctly.
13. Completes appropriate requisition forms using the lab computer.
14. Draws blood and gives injections according to protocol and standards,
15. Attend Clinic meetings as required.
16. Use spare time in work related activities that contribute to the clinic's needs.
17. Coordinates efforts to work effectively with other in a manner that is productive.
18. Can be depended upon to modify work schedule as required by the clinic and according to policy.
19. Interacts with fellow employees and management in a way that promotes a harmonious and cooperative working environment.
20. Cleans and stocks exam rooms weekly.

21. Handles patient calls in a timely and professional manner.
22. Manages EDC list and updates it at least once a week.

**Other Duties:**

1. Assist other staff members as needed.
2. Adheres to policies and procedures.
3. Performs other related duties as requested by the Administrator.
4. May be required to fill in for other employees (i.e. LPN during vacation or illness).

**Qualifications:**

1. Knowledge of a Medical Practice's operations.
2. Computer experience and knowledge.
3. Knowledge of medical terminology.
4. Graduate from an accredited Medical Assistant Program.

**Characteristics:**

1. Must be committed to the protection of confidential information, records and/or reports.
2. Must have the ability to communicate effectively in a clear professional and courteous manner.
3. Must have good organizational skills.
4. Must work as a team player, be flexible and be willing to assist others when required.

**Physical Demands:**

1. Requires sitting, stooping, bending and stretching for files and supplies.
2. Requires manual dexterity sufficient to operate a keyboard.
3. Requires normal vision acuity and hearing.
4. Requires full range of body motion including handling and lifting patients.
5. Involves standing and walking for long periods of time.

**Typical Working Conditions:**

1. Work is performed in the clinical area.
2. Involves heavy communication with patients.
3. Work may be stressful at times. Interaction with others is constant.
4. Contact involves dealing with sick or emotional patients.

**Performance Requirements:**

1. Knowledge of an OB/GYN medical practice routine or ability to acquire skills/functions within 90 days.
2. Excellent public relations skills with the ability to communicate effectively and clearly.
3. Ability to sort and file material correctly by alpha system.

4. Skill in maintaining records and recording results.
5. Ability to follow verbal and written instructions.
6. Ability to organize workload to determine priority of duties.
7. Ability to work in an office with stress and noise factors generated by telephone, fax/copier/printers and occasional talking.
8. Knowledge of examination, diagnostic and treatment room procedures.
9. Knowledge of medical equipment and instruments to administer patient care.
10. Skill in assisting in a variety of treatments and medications as directed.
11. Skill in taking vital signs, administering injections and phlebotomy.
12. Ability to react calmly and effectively in emergency situations.

**Disclaimer Clause:**

The foregoing description is not intended and should not be construed to be an exhaustive list of responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of the general nature and level of the job.

\_\_\_\_\_  
\_\_\_\_\_  
**Employee Name (Print)**

**Employee Signature**

\_\_\_\_\_  
\_\_\_\_\_  
**Administrator Signature**

**Date**