

Job Title: Medical Assistant
Department: Clinical
Reports To: Clinical Supervisor/Practice Administrator

Job Overview:

The Medical Assistant is an integral part of the clinical staff and physicians. The Medical Assistant is the first clinical representative that connects with the patient and must exhibit the highest quality of patient care as part of the clinical team. The Medical Assistant prepares the patient for their physician visit by performing clerical and clinical duties to the highest level in accordance with Texas guidelines.

Responsibilities and Duties:

- Professional and courteous demeanor - greets patients and visitors with outstanding customer service and an “attitude of gratitude that they chose us” mentality. We call it POSMctivity!
- Knowledge and execution of physician’s clinic protocols
- For continuity of patient care, the medical assistant should accompany the patient to all locations, as necessary, during their visit: lobby to exam room, exam room to the surgery coordinator, outside testing and patient check out
- Assists physician in clerical duties which include reviewing and updating the patient’s medical history and patient related information through Exscribe
- Assist physician in clinical duties which include injection prep, casting, cast removal, dressings, suture removal and wound care
- Concise communication with all other departments
- Any additional tasks assigned by the Clinical Supervisor

Qualifications:

- Must have a high school diploma or equivalent
- Medical Assistant experience of at least one-year, preferred
- Verbal, communication and comprehension skills
- Punctuality in arriving to work and reliability in attendance
- Ability to read, write and comprehend tasks given
- Above average computer skills



- Venipuncture or certified phlebotomist/use of centrifuge

Working Conditions:

- 8 hours per day required, Monday through Friday
- Overtime may be required when physician is in clinic
- Minimum travel possible
- Computer and office equipment used daily

Physical Abilities:

- Sitting, standing for long periods of time, kneeling, lifting-up to 25lbs.
- Ability to stay on task
- Clear, communicative and professional verbal skills with patients, in-person and phone calls
- Repetitive hand movements (computer work)

This job description is not designed to be a complete inventory of the job duties, responsibilities and qualifications. It's designed to give the general nature and level of work to be performed by employees assigned to this position.

My signature indicates that I received a copy of my job description and understand the general nature of the job duties and responsibilities that come with this position at Plano Orthopedic.

Employee Signature

___/___/___
Signature Date

___/___/___
Hire Date