

# Visiting a Doctors Office:

## What to Expect the First Time

## Who You'll Meet and What they Do!

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### ARRIVE & CHECK IN

A Medical Assistant (MA) will greet you and get you checked in for your appointment. They will then take you to an exam room. They can do many duties in the Dr.'s Office such as: Patient Assessments and Care, Testing duties, Preparing patients, and Clerical duties

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### HISTORY & VITALS

Next, a Registered Nurse (RN) will note your medical history and ask what your visit is for today. They will take your Blood Pressure, Temperature, and Oxygen Saturation Levels. These tests are known as VITALS.

An RN can also coordinate with physicians for customized care plans, providing support to patients, analyzing and reporting patients' symptoms, carry out treatments and medication per physician orders.

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### DOCTOR AND EXAMINATION

The Doctor (MD) will discuss your reasons for the visit and confirm your medical history. They will then give you a physical examination depending upon what your complaint is. They may choose to send you to a Specialist who is a Doctor that specifically treats your specific problem. A MD can Establish a long-term medical relationship with patients, help patients prevent, understand, and manage illness, help patients set personal health goals, prescribe treatments and medications, assist patients with navigating the health system

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### SPECIALIST MD. & DIAGNOSTIC TESTS

The Specialist will exam you and determine what diagnostic tests would be best to help assess and determine the best treatment options for your condition. This may include X-rays, Lab Test, or other non-invasive diagnostic tools needed. They may perform invasive procedures and surgeries or send you to another specialist who can address additional concerns or conditions you may have.

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### PHLEBOTOMIST LAB TECHNICIAN

A Phlebotomist or Lab Tech will draw a blood sample from usually your arm or some other location if you are is not a viable option. They also explain procedures to patients, update patient records, send blood, urine and fecal samples to the lab for testing

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### CLINIC MANAGER

On your way out you will stop by and see the Clinic Manager who helps to improve efficiency and quality of services to patients. They also must be aware of laws and regulations for healthcare facilities. They Supervise various staff members, manage finances of the facility, create shift schedules for providers & staff, monitor records of the facility's services, and communicate with members of the medical staff and outside affiliated entities. They will then direct you back to the MA to make any follow-up appointments or assist with any other issue.