

# **The Clinical Administrative and Patient Care Assistant (CAPCA)**

## **Position Summary:**

The Clinical Administrative and Patient Care Assistant (CAPCA) is a full-time hourly employee whose principal objective is to assist the practice with patient care from the beginning of a patient encounter to the end. This is a key support position within the practice. The role includes assisting with both HIPAA and OSHA Compliance by performing tasks that keep the practice in line with HIPAA & OSHA guidelines, the bloodborne pathogens standard and universal precautions, as well as the task of occasionally cleaning in between patients to ensure OSHA compliance. The job also includes sanitizing and sterilizing. During patient care hours, the job primarily includes managing patient flow, documentation and patient needs. This task involves the use of the iPad to take pictures of patients before and after ALA-PDT (blue light therapy) as well as putting patients in and out of the blue light, reviewing protocols and handouts with patients after the provider has seen them, occasionally scribing for the providers. The job also requires the ability to manage inventory and requesting order of critical supplies and watching for expired inventory with PA/Office Manager and/or Medical Assistant guidance but can also include collecting payments, answering phones, scheduling patients in conjunction with the Clinical Administrator, who is remotely stationed. The CAPCA understands that their role overlaps somewhat with that of a front desk receptionist as well as a Medical Assistant/Scribe, which is what makes the CAPCA an integral part of the team in a small practice. When completed correctly, these tasks improve patient outcomes, reduce risk of liability for the practice as well as infection for both the patients and clinical staff. This position also involves stocking medical supplies. The CAPCA must first and foremost be a team player, knowing that the goal is to provide high quality patient care through supporting the medical team. The CAPCA understands that PDC's overarching mission is to save lives, prevent disfiguring surgery and build patient relationships that last a lifetime. Good people skills are a must!

**Starting Salary:** \$20-\$22 per hour

**Salary increases:** Dependent upon mastering tasks that fulfill the job description

**Degree Requirements:** High School Diploma or College Degree

**Skills:** Reliable, superior work ethic and attitude, ready to learn and grow, great communication skills, able to inform others, able to take constructive criticism without defensiveness, has action orientation yet able to deal with ambiguity, be able to work well with others.

### **Benefits:**

**Work in a Full Team so you are never isolated, learn managerial skills**

**Vacation:** 60 hours PTO plus 80 Hours fixed Standard PTO (for example, Memorial Day, July 4<sup>th</sup>, Thanksgiving, etc.).

**Dental, Eye and Healthcare**