

MEDICAL ASSISTANT/MEDICAL SCRIBE, PHCS

Contact: Linda F. Smith, HR Director

Email: hr@communitymedicalclinic.org

Employment Application available at <https://communitymedicalclinic.org> under the Contact tab

PRIMARY RESPONSIBILITIES AS MEDICAL ASSISTANT:

1. Take vital statistics of patients, including monitoring blood pressure, temperature, pulse, and/or respiration. In the event of abnormal readings, the Medical Assistant will immediately notify a nurse, supervisor, or other medical professional on staff.
2. Take health measurements including height, weight, and BMI.
3. Input vital statistics, health measurements, and other relevant health data into each patient's EHR.
4. Follow proper protocols to avoid the spread of germs, spores, and contagions which transport disease as well as to assist nurses with infection control tasks.
5. Facilitate health and wellness groups as assigned or assist nurses, APRNs, or other medical staff with such groups as directed.
6. Assist patients with obtaining health resources and information as appropriate or assigned.
7. Input prescription information in databases as required.
8. Assist medical staff with obtaining health screening information.
10. Assist medical procedures performed by primary care staff as necessary.
11. Administer medication/injections with supervision as needed.
12. Documentation in EMR to meet standards of care and billing requirements.
13. Perform in-house labs and record in EMR.
14. Other duties as assigned/required based upon scope of practice.

PRIMARY RESPONSIBILITIES AS MEDICAL SCRIBE:

1. Work with team of Physicians to streamline and improve patient care.
2. Accompany Physician during the examination to:
 - a) Transcribe patient history and physical exam.
 - b) Populate patient history in EMR based on Physician notes.
 - c) Enter x-ray, lab, and/or diagnostic test results.
3. Prepare information for appointments based on the Physician needs.
4. Perform general typing for Physician as needed.
5. Ensure accurate and complete EMR for each patient.

MINIMUM QUALIFICATIONS:

Prefer experience working in a primary care office, but will consider other types of relevant experience. Must have a high school diploma. Must be a Certified or Registered Medical Assistant with at least one year experiences required. Must have a valid driver's license, proof of automobile insurance, and reliable transportation. Must pass a legally required Criminal Records Check, Child Abuse and Neglect check, Nurse Aide Abuse Registry check, and a Sexual Offender Registry check. Must present proof of a recent (less than one-year-old) TB skin test.