



UROLOGY AUSTIN JOB DESCRIPTION

POSITION: MEDICAL ASSISTANT

POSITION SUMMARY

The purpose of this position is to, under direct supervision, maintain efficient patient flow, assist with patient care and performs tasks assigned by physicians and nurses.

JOB RELATIONSHIPS

- Reports to nursing staff, Site Manager, CEO and physicians of Urology Austin, PLLC.
- Work together with all clinical staff, physicians and front office staff to ensure complete and excellent patient care, efficient scheduling, and efficient patient flow.

EMPLOYMENT STANDARDS

- High school graduate or equivalent.
- Certificate of graduation from an accredited program for medical assistants preferred.
- Minimum of one year experience as a medical assistant or nursing assistant in a hospital or clinic setting preferred.
- Phlebotomy experience required.
- Knowledge of medical practice and care to assist in giving patient care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of medical equipment and instruments to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medications as directed.
- Skill in taking vital signs.
- Skill in maintaining records and recording test results.
- Displays excellent verbal and written communication skills.



DUTIES AND RESPONSIBILITIES

- Escorts patients to the exam room or treatment room as appropriate.
- Records patient data prior to each physician visit, including but not limited to, vital signs, allergies, and medication list.
- Obtains all necessary patient records as required by physician.
- Assures appropriate consent has been obtained prior to treatment or procedures.
- Conducts patient assessments and obtains pertinent medical information for referral to the physician and/or nurse.
- Directs patients from the exam room to the next appropriate station, i.e., treatment room or appointment desk.
- Prepares and stocks exam rooms, orders such supplies as needed and maintains/controls drug samples.
- Assists physicians/nurses with exams and procedures as requested.
- Performs lab procedures and processing of lab specimens as needed. Files all labs and outside reports accurately and as needed.
- Obtains blood specimens from peripheral sites as needed and in accordance with OSHA and universal precautions.
- Maintains all exam room disinfection protocols.
- Triage incoming patient telephone calls for referral to nurse or physician.
- Phones in prescriptions and makes other patient calls as required or directed by physicians and/or nurses, Site Managers or CEO.
- Obtains new patient records and previous test results, x-rays, scans, etc.
- Maintains a clean work environment and restocks the supply area as needed.
- Assist with any other staff/team member as requested or needed by the physicians, nurses, Site Managers and/or CEO.
- All other duties as assigned.

Typical physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires full range of body motion including handling and lifting patients, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 40 lbs. Requires corrected vision and hearing to normal range.



SUMMARY

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job; it is intended to be a reflection of those principal job elements essential for recruitment and selection, for making fair job evaluations, and for establishing performance standards.

I agree that I have received a copy of this job description and understand the requirements of the Medical Assistant.

Name

Date