

JOB DESCRIPTION

JOB TITLE: PATIENT CARE (Medical Assistant, LPN, RN)
REPORTS TO: PRACTICE ADMINISTRATOR

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an "essential function" is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS:

High school diploma required. A minimum of 2 years in medical terminology / medical knowledge required. Pharmaceutical knowledge a plus. Computer skills helpful. Must possess the ability to communicate effectively over the telephone. Need to be independent decision-maker, organized and a problem solver. Must have the ability review lab for abnormal values

TEMPERAMENT:

Must project a positive and courteous manner in all interactions. Clear communication skills required. Attention to detail and the ability to prioritize and organize work are required. Adaptive independence to task and sudden changes in priorities base on the organization, physician or patient needs is required. Must work well as a team and be able to get along with all personalities and show compassion and professionalism in all aspects of this position.

FUNCTION:

Patient Care Team Members are accountable for recording with 100% accuracy the actions and interactions with patients. Patient Care Team Members are responsible for performing whatever tasks are required, within their scope of practice, to maintain and facilitate a well-organized schedule for our physicians and patients. As patient advocates, Patient Care Team Members are responsible for providing a professional, respectful, caring atmosphere. Patient Care Team Members are responsible for providing accurate patient/family information concerning medication, pre and post procedure/operative care/diagnostic care. This position requires the employee to have access and protect patient health information whether in electronic, written or verbal form.

Effective Date: 7/98
Revision Date: 01/10/05, 4/11/05, 8/27/10
Review Date:

25%	UNDER MINIMAL SUPERVISION, PERFORMS TASKS TO FACILITATE PATIENT SERVICE				
	<ul style="list-style-type: none"> • Provide instruction to new Team Members when assigned • Check schedules and obtain for physician review labs, x-ray, MRI etc. results. • Review faxes, reports from PT and incorporate into chart for physician review • Review all reports for STAT results in need of review by the physician for action to be taken • Greet patient in lobby and escort to room • Maintain order of patient to be seen by physician, based on appointment time • Notifies/Announces delays to keep patients informed • Schedule and precert any testing required by if this service unavailable on any given day • Assist in assembly of proper Direct Admission documentation if required • Coordinate physician pages or calls • Prepare/Complete forms required by the physician for review based on the patient's needs i.e., Post op / medication problem • Prepare and prep injections maintaining sterility with 100% accuracy • Authorize Home Health/Physical Therapy orders as required by the physician based on the patient's needs • Remove sutures and document incision integrity • Prepare and finalize cultures to be sent to the lab and assure transport to the lab • Perform dressing changes maintaining sterility with 100% accuracy • If applicable apply splints, casts, or other immobilizing device with attention to requirements and patient physiological needs. Skin integrity, circulation, neuro function • Record diagnosis/procedure codes with 100% accuracy, utilizing industry standard ICD-9 or CPT coding • Identify appropriate charge for office visit on fee ticket • Complete any and all forms required by the patient • Complete Medical necessity forms for procedure/diagnostic testing/physical therapy as required. • Daily lab work review • Check and voluntarily assume responsibility for returning Patient phone calls <p>Escort patients at the conclusion of service to Check-out</p>				

<p><u>Electronic Medical Records</u> Employee should be able to demonstrate proficiency in EMR applications in order to perform the following functions/generate forms: Documentation of Vitals Chief complaint/diagnosis Injections Physical Capability Form Physical/Occupational Therapy/DME Form ...And any other forms or functions as required</p> <p>Employee should demonstrate the ability to navigate through the EMR system to sufficiently assist the provider .</p> <p>Assures that Medical Record is complete, accurate, and that all actions and interactions are dated, timed and initialed.</p> <p>Identify and document risk issues and forward to Administration</p> <p>Accountable for assuring late coverage by communicating with Team Members</p> <p>Maintain and stock supplies; keep work area clean, neat and organized.</p> <p>Communicate with Administration to maintain optimal functioning equipment within work area.</p>				
<p>PERFORMS OTHER RELATED DUTIES AS ASSIGNED</p>				