

# Women Physicians in OB-GYN, Inc.

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Employment Status:</b> Full-time
<b>Position Title:</b> Medical Assistant - Clinical	<b>FLSA Status:</b> Nonexempt
<b>Reports To:</b> Practice Administrator	

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### SUMMARY:

The medical assistant position is a specialized clinical and administrative technician who assists and works under the direction of the Practice doctors and/or nurse practitioners. The medical assistant position is responsible for: (i) working directly with doctors and nurse practitioners to triage patients; (ii) preparing patients for examinations; (iii) gathering and updating patient medical history; (iv) performing basic medical tasks, such as taking and recording vital signs, e.g., blood pressure and temperature; (v) assisting the doctors and nurse practitioners in relation to patient care needs and patient documentation; and (vi) performing basic clerical tasks.

### QUALIFICATIONS:

- High school diploma or equivalent.
- Possession of associate degree in medical assisting or medical associate certification from an accredited medical assistant program.
- Preferred experience in customer service working with electronic medical/health records.
- Prior experience working as a phlebotomist and in an OB/Gyn medical office, preferred.

### LICENSURE, REGISTRATION AND/OR CERTIFICATION REQUIREMENTS:

- Ohio driver's license.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Computer/laptop; non-stress test ("NST") machine; Epic system; autoclave; and ultrasound machine.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

### ESSENTIAL FUNCTIONS OF THE POSITION:

50 %	<p><b><u>Patient Care:</u></b></p> <p>(1) Prepares necessities for patient exam/treatment according to designated protocol prior to patient arrival; greets patients and escorts them from the waiting area; manages and handles patient encounters prior to examination; prepares patients for examinations; gathers and updates patient's medical history and any exam concerns; performs basic medical tasks, such as taking and recording vital signs, e.g., blood pressure and temperature; administers vaccines and other injections as ordered; conducts fetal non-stress tests for OB patients, as required.</p>
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25 %	<p><b><u>Provider Assistance:</u></b></p> <p>(2) Assists the doctors and nurse practitioners in relation to patient care needs and patient documentation, e.g., orders, completes, and processes lab specimens; handles and submits prescriptions to pharmacy via telephone or facsimile; performs prenatal patient interviews.</p>
10 %	<p><b><u>Administrative/Clerical and Risk Management Tasks:</u></b></p> <p>(3) Performs basic administrative/clerical tasks, e.g., updates and manages pap book; orders clinical office supplies, including vaccines, equipment parts for NST, injections, and procedures.</p> <p>(4) Provides appropriate and timely follow-up to patients, visitors, and co-workers regarding requests for assistance, patient education, scheduling exams/testing, in-office testing, and any other appropriate request.</p> <p>(5) Identifies any problems/concerns with the Practice's: (i) HIPAA compliance; (ii) safety measures; and/or operating processes/procedures; and provides recommended solutions to any such problems/concerns.</p>
15 %	<p><b><u>Patient Care During Appointment and Other Assistance on Floor:</u></b></p> <p>(6) Assists doctors and nurse practitioners with patient care during appointments; works directly with doctors and nurse practitioners to triage patients; provides other assistance on floor, as needed and requested, including maintaining and cleaning patient exam rooms, clinic area, the lab, and medical equipment.</p>

### **Other:**

- (1) Demonstrates regular and predictable attendance; works before or after regularly scheduled hours to ensure duties and responsibilities are completed.
- (2) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (3) Maintains required licensures, registrations, and/or certifications; attends OB/GYN conferences/seminars to maintain, develop, or increase the knowledge, skills, and professional performance when providing patient services.

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- (4) Covers other Practice team member positions and other areas within the Practice, as needed. (This position will be cross-trained with the Practice's administrative medical assistant position and may be asked to perform the duties of an administrative medical assistant.)
- (5) Performs other related duties as required.

### KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of medical terminology, anatomy, and basic procedures like taking vital signs or drawing blood.
- Knowledge of basic medical office terminology.
- Knowledge of proper terminology for OB/GYN patients. \*\*
- Knowledge of basic medical practices and protocols. \*\*
- Knowledge of first aid and CPR may also be required.
- Knowledge of Practice's patient management software. \*\*
- Knowledge of other computer software, e.g. Work, Epic, Digichart, as needed.
- Knowledge of staying in proper health for women of all ages, especially pregnant women. \*\*
- Knowledge of Practice's policies, procedures, and processes, e.g. ordering prescriptions. \*\*
- Knowledge of office practices and procedures. \*\*
- Knowledge of public and human relations.
- Knowledge of basic personal and patient safety and sanitation practices and protocols (e.g., OSHA compliance).
- Knowledge of HIPAA and proper protocol and procedures to ensure HIPAA compliance.
- Customer service skills.
- Excellent communication skills, e.g. written and spoken.
- Equipment operation skills (e.g., NST machine, computer, printer, scanner, etc.).
- Strong interpersonal, organizational, clerical, and anticipation skills in a team environment.
- Word processing skills.
- Effective verbal skills to communicate with patients, doctor(s), and other team members.
- Ability to deal with problems involving few variables in a familiar context.
- Ability to be a team player.
- Ability to carry out simple instructions.
- Ability to copy records precisely without error.
- Ability to develop professional relationships with team members and good rapport with patients.
- Ability to maintain accurate records.
- Ability to make appointments.
- Ability to read and record figures accurately.
- Ability to be well-organized and detail oriented.

**\*\*Knowledge obtained upon employment with practice.**

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### INHERENTLY HAZARDOUS WORKING CONDITIONS

- Is exposed to possible injury from hazardous waste.

### PHYSICAL DEMANDS

Time required during performance of work duties:

15 %	Standing
15 %	Walking
70 %	Sitting

Lifting, Carrying, Pulling, Pushing:

Up to 50 lbs.	Lifting
Up to 15 lbs.	Carrying
Up to 75 lbs.	Pushing and Pulling

### POSITION TITLES OF POSITIONS EMPLOYEE DIRECTLY SUPERVISES:

N/A.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee's signature below signifies that the employee has reviewed the position description in its entirety, and that the employee understands the contents of the position description.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)