



Job Description

Position Title: Medical Assistant
Reports To: Back Office Supervisor and/or Office Manager
FLSA Status: Non-Exempt

Summary: Assist providers with patient care including process prescriptions, patient follow-up, wound care and suture removal, rooming patients and procedure setup. Create an atmosphere that reflects the level of standards and care that patients can expect to receive from the clinic.

Duties and Responsibilities (includes, but is not limited to the following):

- ❖ Assist providers with patient care.
- ❖ Document reason for patient visit, medical history, prescriptions, and other relevant information in patient chart.
- ❖ Provide patient education regarding procedure and any pertinent diagnosis and/or treatment.
- ❖ Obtain informed consent prior to any procedures.
- ❖ Greet patients in a professional and tactful manner.
- ❖ Completion of appropriate paperwork for prescriptions, lab slips, ipledge, referrals, surgery notes.
- ❖ Set up for procedures such as biopsy, liquid nitrogen, cosmetic fillers, and patch tests.
- ❖ Assist with surgeries, biopsies, Mohs and suture removal.
- ❖ Answer phones and general questions; schedule procedures and Mohs surgery.
- ❖ Assist patients with prior authorization for medications; provide appropriate documentation as requested by insurance.
- ❖ Upload patient pictures into electronic chart.
- ❖ Conducts: NBUVB, puva, suture removal, iontophoresis, injections, blood draws, topical numbing, bluelight, wound check, phototherapy and other related procedures.
- ❖ Record biopsies in path book, ensuring all information is complete.
- ❖ Order supplies and ensure exam rooms are stocked.
- ❖ Prefill lidocaine syringes and stock rooms; clean, sterilize and re-pack instruments as needed.
- ❖ Maintain clean rooms at all times; wash and fold laundry.
- ❖ Follow closing procedure (clean and close rooms, empty liquid nitrogen canisters, ensure heating/AC turned off).
- ❖ Cooperate and work together with fellow co-workers by supporting and respecting them.
- ❖ Maintain communication with supervisor; advise them of issues or concerns.
- ❖ Other duties as assigned.
- ❖ Regular and reliable attendance is required to perform the functions of this position.

Supervisory

- ❖ This position has no direct supervisory responsibilities.

Education, Licensure and/or Certifications

Required

- ❖ High school diploma or GED
- ❖ Graduate from accredited Medical Assisting Program
- ❖ Must be a Certified Derm Tech. If certification is not present at time of hire it must be done within the first 6 months of employment.

Preferred

- ❖ California or National Certified Clinical Medical Assistant

Experience

- ❖ Previous medical office experience preferred although not required

Knowledge, Skills and Abilities

- ❖ Knowledge of medical and/or dermatology office procedures.
- ❖ Knowledge of grammar, spelling and punctuation for general correspondence.
- ❖ Knowledge of basic arithmetic to make calculations, balance and reconcile figures and make any changes accurately.
- ❖ Skill in operating a computer and copy machine.
- ❖ Ability to multi-task and work in a fast-paced environment.
- ❖ Ability to read, understand and follow oral and written instructions.
- ❖ Ability to speak clearly and concisely.
- ❖ Ability to establish and maintain effective working relationships with patients, employees and the public.

Physical Demands: The physical demands described here are representative of those that may need to 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 prolonged standing and working on your feet (70 – 90% of the day).
- ❖ Requires work at a computer while standing or sitting (30 – 80% of the day).
- ❖ Requires some bending, stooping and stretching.
- ❖ Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- ❖ Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.
- ❖ Ability to lift supply boxes and laundry baskets – max 50lbs.
- ❖ Ability to pull/push supply cart as needed to restock rooms.
- ❖ Ability to pull/push bluelight and laser equipment, wheelchairs, patient chairs as needed.
- ❖ Ability to assist patients in/out of wheelchair when necessary.

Work Environment: The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to skin tissue and blood when assisting with surgeries and biopsies. Occasional encounters with elderly patients who are incontinent and chair/table will need to be cleaned. Occasional encounters with a patient that is infected with lice or scabies.

Acknowledgment: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.