



JOB DESCRIPTION

Medical Assistant - Dermatology

DEPARTMENT: Nursing

SUPERVISION RECEIVED: Reports to Nursing Supervisor / Director of Clinical Services

SUPERVISION EXERCISED: None

JOB SUMMARY: This position supports our dermatology team (physicians, nurse practitioner, physician assistant, scribes, nurses and other Medical Assistants) by preparing procedure trays, ensuring adequate supplies for the department and assisting with patient care, as needed.

ESSENTIAL FUNCTIONS:

- Daily instrument care and sterilization
- Run schedules for the dermatology providers for the next day, review planned procedures, print patient insurance information, prep pathology slips, bottles and procedure trays accordingly.
- Review daily schedules for dermatology providers and verify all supplies are prepared
- Draw-up Lidocaine syringes
- Fill liquid nitrogen canisters
- Clean autoclave weekly; Deep clean autoclave monthly
- Detailed exam room stocking weekly
- Check supplies and place order weekly
- Monthly spore check
- Assist staff in cleaning rooms between patients
- Assist in laundry stocking
- Serve as a contact person for the Liquid Nitrogen supplier
- Taking patient temperatures in the waiting room
- Accurately records vital signs, reconciles patients' medications, allergies and current problem list
- Documents needed prescription refills and/or other vital clinical information
- Give injections
- Schedule patients (post-visit)
- Responsible for reporting improperly operating medical equipment and instruments to supervisor.
- Responsible for following OSHA regulations.
- Regularly interacts with physicians and other departments in order to identify and resolve problems.
- Maintains patient, employee and clinic confidentiality.

PHYSICAL DEMANDS:

- Lifting: Average weight is 5-25 pounds for a distance up to 4 feet; however occasional need to assist patient on/off exam bed, scale or in/out of wheelchair may be necessary.
- Bending: Occasionally
- Pushing: Assisting wheelchair patients of any weight may be required
- Ability to stand for extended period, with shift lengths up to 10 hours.
- Normal vision (or corrected vision) and hearing
- Ability to tolerate viewing on computer monitor for extended periods

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.