



## **JOB DESCRIPTION**

### **Medical Assistant / Medical Scribe**

**DEPARTMENT:** Nursing

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

**SUPERVISION EXERCISED:** None.

**JOB SUMMARY:** Responsible for assisting providers with patient care by controlling patient flow, obtaining and documenting history and vital signs, performing assigned procedures, and providing patient education. Accompanies provider in room and documents clinical note, laboratory results, prescription refills, procedures, billing information and any other documentation as directed by the provider.

#### **ESSENTIAL FUNCTIONS:**

- Accompany provider in room during patient visit.
- Scribe document in Greenway to include: history of present illness, review of systems, physical exam findings, diagnostic assessment and plan of care.
- Document results of laboratory and radiographic studies as discussed by provider.
- Refill any patient prescriptions as directed by the provider.
- Enter orders for procedures or labs as directed by the provider.
- Enter billing information as determined by the type of office visit.
- Coordinate multiple projects and patients and solve problems under pressure.
- Communicate and interact professionally with others.
- Treat all information and data utilized in the scope of the scribe position with complete confidentiality and security in compliance with governing HIPAA regulations. Provides general care to patients. Administers prescribed medications and treatments.
- Maintain exam rooms with necessary supplies and materials. Ensures cleanliness. Prepares equipment and aids physician during treatment, examination and testing of patients.
- Observe, record and report patient's condition and reaction to drugs and treatments to physicians. Educates patient / family about diagnostic procedures, medications, nutrition and maintenance of health and wellness.
- Greet patients and prepares them for physical examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
- Assess patient needs and suggests solutions to patient care problems.
- Maintain accurate patient records.
- 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.

#### **REQUIREMENTS:**

- Certified M.A. preferred, but not required.
- CPR certification required.

#### **PHYSICAL DEMANDS:**

**Lifting:** Average weight is 5-25 pounds for a distance up to 4 feet, occasionally.  
**Bending:** Occasionally.

- Ability to stand for extended periods of time, with shift lengths up to 10 hours.
- Normal vision (or corrected vision) and hearing.
- Ability to tolerate viewing on computer monitor for extended periods of time.