

Reddy Medical Group, LLC
D/B/A Reddy Urgent Care

REDDY MEDICAL GROUP
CERTIFIED MEDICAL ASSISTANT JOB DESCRIPTION

Job Title: Certified Medical Assistant

Supervisory Responsibility: No

Reports To: Chief of Clinical Operations, QA Manager, Manager

Job Purpose: Perform routine administrative and patient care supportive duties in a Health System medical practice to assist medical and/or nursing staff in the examination and treatment of patients and ensure office runs smoothly.

Job Description and Duties:

1. Answers Telephones on a Multi Line System
2. Greets Patients Properly in Accordance with Company Policy
3. Updates and Scans Patient Medical Records and Handles Correspondence Professionally
4. Proficiency in Filling out of Insurance Forms /DME, FMLA
5. Schedules Appointments, Referrals, Pre-certification and PA Meds Accurately
6. Familiar with Accurate Billing Policies
7. Performs other Administrative Duties as Directed
8. Records Medical Histories ,Measures and Records Vital Signs Accurately
9. Prepare for examination, test, and procedures, explains them clearly and accurately to the patient.
10. Possess Solid Knowledge base of Mg/cc and able to reconstitute medications correctly. Administers Medications as Directed by a Physician
11. Proper Usage of O2 tank/Admin O2 and crash cart location with weekly maintenance checks
12. Performs VP/ Finger Stick properly, Collects and Prepares Laboratory Specimens Accurately
13. Knowledge of Proper Disposal of Contaminated Supplies
14. Clean, Package and Sterilize Medical Instruments Correctly
15. Promotes Patient/Family Understanding of the Educational Content and His/Her Involvement in the Plan of Care, and Documents in Patient Record
16. Solid knowledge base of medicines brand and generic and complete refills per protocol.
17. Performs Electrocardiograms Accurately
18. Performs Clinical Functions as Delegated and Supervised by the Physician
19. Performs the following Test ,Pulmonary Function, Jet Nebulizer, Visual Testing, Holter Monitor Accurately
20. Administers IV Fluids
21. Applies PPD
22. Proficient in Drug Screen Collection and Hair Sampling
23. Performs Correctly Equipment Cleaning and Maintenance Weekly Basis and Documentation
24. Knowledge of OSHA and HIPPA Compliance

Education: Graduation from accredited medical assistant program and proof of high school or GED graduation.

Experience: At least two years experience.

Degrees/Licensure/Certification: Certification from The American Association of Medical Assistants or other certifying bodies. Maintains and is able to present current CPR Card, Hepatitis B Vaccinations x3 or Current Immunity Status.

Knowledge/Skills/Abilities:

1. Good customer service skills.
2. Ability to understand and follow oral and written instructions.
3. Ability to lift heavy objects and transport stretcher and wheelchair patients.
4. Working knowledge of sterile techniques, infection control and safety precautions.

5. Working knowledge of procedures and techniques involved in administering routine and special treatments to patients.
6. Working knowledge of sanitation, personal hygiene, and basic health and safety precautions applicable for work in a clinic setting.
7. Daily clinic preparation process: registration, scheduling, charge posting, and order entry.
8. Ability to document and communicate pertinent information.
9. Ability to establish and maintain effective working relationships with patients and clinic staff.

You Must Be Proficient in All Duties by the End of the 90 Day Probationary Period and also Maintain Proficiency throughout Term of Employment.

Job descriptions are based on Reddy Medical Group, LLC standard operating procedures. Although each employee is hired under a specified job description and location, this does not exclude him/her from Having working knowledge of other areas of the office and or locations.

. Duties, responsibilities and activities may change at any time with or without notice at the discretion of management.

IT IS THE RESPONSIBILITY OF ALL PERSONNEL TO PROVIDE FOR PATIENT COMFORT AND EFFICIENT OPERATION OF THE OFFICE