



**JOB DESCRIPTION: MEDICAL ASSISTANT FLOAT
DATE POSTED: 4/1/2017
STATUS: OPEN UNTIL FILLED**

Title	Medical Assistant Float
Location	Varies
FLSA Status	Non-exempt – Full Time
Main function	Assists in examination and treatment of patients under direction of Provider. Travels to other locations as needed.
Duties and responsibilities	<p>Philosophy</p> <ul style="list-style-type: none"> • Supports the organization’s ideology, mission, goals, and objectives • Performs in accordance with the organization’s policies and procedures • Follows the facility’s standards for ethical business conduct • Recognizes patients’ rights and responsibilities and supports them in performance of job duties • Participates in organization’s committees, meetings, in-services, and activities • Seeks out additional assignments and duties <p>Work Quality</p> <ul style="list-style-type: none"> • Performs duties in an accurate and organized manner • Adheres to policies and procedures in performance of duties • Ensures knowledge of job and asks questions when unsure • Completes duties within appropriate timeframes <p>Personal Attributes</p> <ul style="list-style-type: none"> • Shows initiative and dependability including punctuality and attendance • Displays good judgment • Cooperates and is flexible • Follows appropriate dress code presenting a professional image <p>Customer Service</p> <ul style="list-style-type: none"> • Fosters a culture of outstanding patient service showing courtesy in interactions with patients, providers and co-workers • Presents good telephone skills • Responds promptly to patient needs and co-worker requests <p>Communication and Teamwork</p> <ul style="list-style-type: none"> • Expected to be a positive and responsible team member with a good attitude • Presents good oral and written communication (documentation and training) skills <p>Professional competence</p> <ul style="list-style-type: none"> • Participates in continuing education and other learning experiences as requested by the Clinical Manager • Shares knowledge gained in continuing education with staff • Maintains membership in relevant professional organizations as requested by the Clinical Manager • Seeks new learning experiences by accepting challenging opportunities and responsibilities • Welcomes suggestions and recommendations <p>YDI Medical Assistant duties</p> <p>Under the supervision of the Provider,</p> <ul style="list-style-type: none"> • Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients’ charts. • Organizes and stocks exam rooms and work area prior to examination of patient.

	<ul style="list-style-type: none"> • Reviews medical records for completeness and provider orders. If the chart is incomplete, contacts the appropriate party to obtain missing information. • Assists or performs treatments or tests under the provider's supervision as follows: <ul style="list-style-type: none"> ○ Suture/staple removal ○ Phlebotomy ○ Starting IV's ○ Collection of specimens from aspiration or wound as required; general wound care ○ EKG's ○ Nebulizer treatments ○ Applies sterile or non-sterile dressings ○ Assists with splinting by preparation of supplies and supporting the patient ○ Prepares and administers or assists the provider with injections ○ Other treatments or tests as needed • Documents medication prescriptions, samples dispensed and refills. • Obtains test results, notifies Provider and documents results. • Assembles necessary equipment for exam/consultation, treatment, diagnostic test, etc. as indicated by provider's orders. Hands instruments and materials to doctor as directed; cleans and sterilizes instruments. • Inventories and orders medical supplies and materials. • Performs laboratory responsibilities. • Keeps patients informed of delays in evaluation and treatment by provider • Keeps Clinic Manager informed of equipment/facility in need of repair or issues relating to the functionality of Docutap • Performs inside housekeeping tasks and maintains clean grounds outside. • Chaperones patient into exam room when needed. • Keys data into computer to maintain office and patient records. • Follows all safety standards including universal precautions and safe work practices, risk management and security. • Follows all OSHA standards. • Follows HIPAA privacy regulations. • Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Cooperative work attitude toward co-employees, management, patients, visitors and providers • Ability to promote favorable facility image with providers, patients and the general public • Ability to make decisions and solve problems. • Ability to analyze and interpret data. • Ability to communicate clearly and effectively in writing and verbally. • Skill in exercising a high degree of initiative, judgment and discretion. • Detail oriented with excellent interpersonal communication skills. • May be asked to cover shifts when needed at other locations.
Requirements	<ul style="list-style-type: none"> • High school graduate or equivalent. • One to three months related experience and/or training or equivalent combination of education and experience. CMA highly preferred.. • Ability to accurately read and write medical terminology. • BLS certification. • Basic computer skills including familiarity with electronic medical records. • Types 25 words per minute with 96% accuracy. • Detail oriented with excellent interpersonal communication skills. • Strong ethical and moral character • Willingness to work a flexible schedule and work at other locations when needed.
Job quality requirements	<ul style="list-style-type: none"> • Accuracy • Attention to detail • Timeliness • Organized • Little supervision needed to accomplish task • Excellent communicator • Motivator • Teamwork promoter
Dependability	<ul style="list-style-type: none"> • Excellent attendance • Punctual • Ability to follow instructions

	<ul style="list-style-type: none"> • Ability to meet deadlines
Physical/mental requirements	<ul style="list-style-type: none"> • Must be able to sit for long periods of time, stand, walk and reach • Visual and auditory acuity for frequent use of computer, telephone, and use of other office equipment • Ability to escort or transport patient by wheelchair or stretcher when appropriate.
Working conditions (environmental)	<ul style="list-style-type: none"> • Well lit and ventilated, with non-hazardous and hazardous equipment • May encounter chemical hazards • Individual will be exposed to blood borne pathogens, virus, disease and infection. • Possible exposure to radiation
Reports to	Clinical Manager
Supervises	None

SALARY:

Commensurate with qualifications and experience.

PROCEDURE:

Submit application and resume by mail, email, or fax. No phone calls, please

MAIL:

Your Doc's In
Traci Murphy
Director of Human Resources
2425 N. Salisbury Blvd.
Salisbury, MD 21801

EMAIL: jobs@yourdocsin.com

FAX: 443-210-2544

Applications and resumes will continue to be accepted until the position is filled.

Your Doc's In reserves the right to reject any or all applicants, re-advertise and/or withdraw the position.

We are an Equal Opportunity Employer.