

**Northeast Georgia Diagnostic Clinic, LLC**  
**Job Description**

<b>Job Title:</b> Medical Assistant	<b>Reports To:</b> Pod Leader	
<b>Dept:</b> Nursing	<b>Classification:</b> Non-Exempt	<b>Scale:</b> 11

**Job Summary:** Responsible for assisting physicians with patient care and organizational tasks.

**Essential Functions:**

- Checks schedule and organize patient flow.
- Accompanies patients to exam/procedure room and assists patients as needed with walking, transfers, dressing, collecting specimens and preparing for exam.
- Assesses patient's general condition, takes vital signs and weight and collects patient history.
- Assists physicians with examinations, diagnostic procedures and treatments.
- Provides basic patient care as ordered.
- Sets up instruments and equipment according to protocol.
- Performs and/or assists physician with testing, injection administration and medical procedures
- Documents changes in patient medication regimen.
- Order tests and procedures at the direction of the physician
- Documents all activities/interventions, medication dispensed/prescribed, etc., in the Electronic Medical Record System.
- Obtains lab/x-ray reports, hospital notes and referral information.
- Completes forms and requisitions for ancillary testing - verifies patient insurance coverage prior to scheduling appointments.
- Promotes wellness by providing patient education materials, assisting physician with communicating instructions to patients.
- Cleans exam/procedure rooms, instruments and equipment between patient visits to maintain infection control and adheres to infection control and safety guidelines
- Follows confidentiality policy
- Properly administers wound care to patients. May perform or assist with staple/suture removal.
- Fulfills organizational responsibilities as assigned which may include: promoting patient rights; responding appropriately to emergency situations, reporting urgent issues related to patients and/or staff to immediate supervisors, attend all meetings as required or requested
- All other duties as assigned.

**Qualifications Training, Experience:**

High school degree or equivalent. CNA, CMA Certification or LPN designation required. Minimum of one-year work experience in public contact job, preferably in health care. Maintains licensures with appropriate State Board. Maintains CRP certification.

**Knowledge, Skills, Abilities:** Knowledge of nursing principles and protocols; Knowledge of policies and procedures related to infection control, environmental safety and patient confidentiality; Knowledge of medical chart reporting/records; Skill in appropriate assessment and assistance techniques; Skill in performing tasks appropriately; Skill in tact and diplomacy in interpersonal interactions; Skill in appropriate use of universal precautions, Skill in health information management by appropriately charting patient data. Ability to work effectively as team members with physicians and other staff; Ability to appropriately interact with patients, families, staff and others; Ability to project a pleasant and professional image; Ability to plan, prioritize and complete delegated/assigned tasks; Ability to demonstrate compassion and caring in dealing with others; Ability to flexibly respond to changing demands.

**Environmental/Working Conditions:** Combination of medical office, exam/procedure room and other clinical settings. Well-lighted, well-ventilated, adequate space. Frequent exposure to communicable diseases, bodily fluids, toxic substances, medicinal preparations and/or other conditions common to a clinical setting.

**Physical/Mental Demands:** Varied activities including sitting, walking, stooping, lifting, bending and reaching. Requires standing and walking for extensive periods of time. Must be able to use appropriate body mechanics techniques when moving patients or assisting them. Must be able to lift up to 50 pounds. Requires full range of body motion, manual and finger dexterity. Must be able to use a variety of office and medical equipment.