



**Texas Orthopaedic
Associates, L.L.P.**

Job Description

Job Title: Medical Assistant	Reports To: Medical Assistant
Department: Clinical	FLSA Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

Job Summary: As the first person who interacts with the patient when calling the patient back to the exam room, projects a positive image (smile, warm, caring, introduce yourself and title and assists the Provider by obtaining pertinent clinical information in the initial assessment, identifies the reason for the patient's visit, helps communicate expectations to the patient.

Essential Duties and Responsibilities: The essential duties of the position include the following. Other duties may be assigned.

Key Functions:

- Provides excellent customer service to patients by listening and appropriately serving patients.
- Contributes to an overall positive work atmosphere through actions and attitude.
- Relays relevant information to the appropriate internal staff.
- Greets and escorts patients to examination room and prepares electronic health record (E.H.R.) and/or summary sheet for physician. This includes interviewing the patient to obtain a brief history of illness and pertinent diagnostic testing information performed prior to the office visit.
- Maintains continuous flow of patients throughout the clinic. Assists patients as needed with walking, transfers, dressing, collecting specimens, and preparing for examination using appropriate means.
- Ensures examination rooms are clean and stocked with necessary supplies. This includes ordering medical supplies when needed and maintaining adequate supply of administrative/referral forms.
- When required, removes cast/splint for physician exam. May be asked to apply casting or soft bracing.
- Draws injections when asked and prepares patients for receiving injections by applying ice and appropriate positioning.
- Reports abnormal observations of patient condition or problems voiced by the patient immediately to physician/physician assistant.
- Relays instructions to patients or family members as directed by the physician/physician assistant.
- Assists physician/physician assistant with documenting patient care in the E.H.R. and insuring that all services ordered are coded in the E.H.R. and on patient superbill.
- Pre-authorization for some procedures recommended by Provider.
- Participates in office meetings and educational activities.
- Maintains work area in neat and orderly manner.
- Complies with HIPAA procedures.
- Other duties as assigned.

Supervisory Responsibilities: None.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: High School Diploma, general education degree (GED), or certification from college or technical school or three to six months related experience and/or training or equivalent combination of education and experience.

Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability: Ability to add, subtract, multiple and divide on all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret insurance co-pays and deductibles.

Reasoning Ability: Ability to apply commons sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: Ability to type 45 WPM, basic proficiency in Microsoft Outlook/Office, and experience using or ability to learn and comprehend computer programs.

Certificates and Licenses: May have certificate from Medical Assisting program.

Work Environment: Position works in a climate-controlled office environment with little or no potential interference from elements or sound.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position typically works 8 hours per day. Over 2/3 of time will be spent standing. 1/3 or more of time worked will be sitting, using hands and fingers to type or handle paper. The position requires the ability to reach with hands or arms. Occasionally, the position will be required to stoop, kneel, crouch, crawl and assist with the transfer of patients weighing 200 pounds To successfully perform the duties of the job, the ability to talk and hear is required. Must have visual ability to draw injections and view computer monitor.

Employee Printed Name

Employee Signature

Date