

## **Certified Nursing Assistant/Medical Assistant**

Assist the professional nursing staff, Physicians and Nurse Practitioners with both direct and indirect patient care.

### **DUTIES AND RESPONSIBILITIES**

1. Room all patients prior to appointments: take vital signs, medication and allergy history, social history, past medical history, review of systems and prepare patient for physician/NP visit.
2. Perform EKGs; insure proper storage and billing of completed test.
3. Review electronic medical record as prepared by Medical Records to insure completeness. Request records if not completed. (Work jointly with Medical Records).
4. Properly utilize EMR system. Document simple nurse notes/clinical notes correctly and thoroughly in EMR system.
5. Answer clinical phone line and referral physician line. Triage and transfer call properly.
6. Communicate with patients professionally, clearly, and make appropriate allowances for patient's disabilities.
7. Assist MD/NP/Nurse/ Advanced MA in simple patient callbacks; i.e. normal test results, lipid management.
8. Maintain stocked exam room. Maintain clean environment during the day and at the end of the day per OSHA requirements.
9. Assist MD/NP/Nurse in all emergencies as instructed.
10. Insure complete patient confidentiality. Adhere to HIPAA policies.
11. Assist as needed with all other clinical tasks depending on experience and direction of management.

### **MINIMUM QUALIFICATIONS**

1. High School diploma or GED required.
2. BLS certificate required. (or within 6 months of hire date)
3. Knowledge of Medical Office Clinical function preferred.
4. Ability to interact professionally with patients, maintaining confidentiality.
5. Knowledge of basic telephone etiquette and operation of office equipment including operating fax, copier, printer, scanner.
6. Basic computer literacy including Windows environment. Able to type at least 40 wpm.
7. Skills in identifying problem and prioritizing work.