

# Seaside Medical Clinic

<b>Job Title:</b> Ambulatory Medical Assistant/Certified Medical Assistant	<b>Department:</b> Practice Management	<b>Effective Date:</b> Feb. 4, 2022
<b>Reports to:</b> Director of Operations	<b>Direct Reports:</b> N/A	<b>FLSA:</b> Non-Exempt
<b>Working Conditions:</b> Normal, no adverse or hazardous conditions.		

## **Primary Purpose:**

As an integral part of the Ambulatory Care Services Float Team, provide smooth outpatient flow resulting in optimum patient satisfaction and clinic operation. The Ambulatory Medical Assistant/Certified Medical Assistant provides assistance to practitioners in delivering health care services including routine, emergency, and specialty encounters.

## **Principal Duties and Responsibilities:**

## **DUTIES AND RESPONSIBILITIES**

Responsible for performing a range of administrative tasks, including:

- Escorts patients to exam rooms,
- Obtains and appropriately records patient vital signs/medication list,
- monitors patient flow,
- Assists physicians with minor clinical procedures,
- Performs EKGs, and prepares patient chart with pertinent medical information as directed by physician.
- Schedules diagnostic tests and surgeries as ordered by the physician.
- Performs various administrative duties, including answering phone, patient calls, returning phone calls, receiving and sorting in-coming faxes, obtaining prior authorizations.
- Ensures patient's right to privacy, safety, and confidentiality is maintained.
- Maintains a safe environment in accordance with standards, policies, and safety regulations.
- Ensures compliance with infection control policies.
- Greets and directs all patients within the practice
- Obtaining patient demographic and verifying insurance information at each visit.
- Obtaining necessary patient information to meet current Federal guidelines and Meaningful Use guidelines for electronic medical records.
- Scanning pertinent patient information into EMR including patient authorizations, recent labs delivered by patient, etc.
- Obtaining patient authorization for medical records release (HIPAA compliance).
- Schedules any necessary appointments after completion of patient visit.
- Monitor and review patient schedules for next day office appointments.

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- Identifying and resolving minor patient billing complaints.
- Assists in ordering, receiving and stocking of office supplies.
- Maintaining cleanliness of waiting room.
- Other duties as assigned.
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## Qualifications

- Must be highly flexible, enthusiastic, have a proactive approach, excellent interpersonal and communication skills,
- Works efficiently under pressure and in a team environment.
- Must be comfortable with computers.
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- Basic understanding of clinical tasks and HIPAA compliance.
- Proficiency in administrative tasks.
- Requires ability to manage multiple job assignments and attention to detail
- Requires strong written and verbal communication skills and the ability to make informed, well thought-out decisions.
- Requires exceptional interpersonal skills.
- Requires strong computer competency, including EMR.

Seaside Medical Clinic is an Equal Opportunity Employer