

## CLINICAL ASSISTANT

**REPORTS TO:** Nurse Manager

**EDUCATIONAL REQUIREMENTS:**

- High school diploma/GED required

**QUALIFICATIONS AND EXPERIENCE:**

- Up to two years' experience in a medical facility
- Computer literate, with keyboard skills
- Proven experience handling patients/customers and dealing with conflict
- Must enjoy talking with patients and possess the warmth and personality that shows genuine affection for people
- Ability and skill to work cooperatively with all clinical and non-clinical staff to assure quality patient care
- Neat, professional appearance

**JOB SUMMARY:** Responsible for rendering professional medical care to patients within the practice in support of the physicians and other staff as directed. Is responsible for maintaining corporate and patient confidentiality. Is responsible for promotion of positive public relations both inside the clinic and in the community. Uphold compliance standards and related policies.

**ESSENTIAL JOB FUNCTIONS (including but not limited to):**

- Participate in the flow of patient management (receiving patients in the clinic, dismissing patients and properly preparing the patient for examination).
- Participate in the verification and completion of patient information forms (data collection) and enters into HER.
- Participate in initial assessments and ongoing care of the patients as assigned.
- Participate in medical paperwork management as assigned and directed, including chart entries into the electronic health record.
- Participate in general patient management, including, but not limited to:
  1. Aseptic procedures
  2. Preparing patients for procedures
  3. Collecting lab specimens
  4. Removal of dressings, sutures, staples and steri-strips as directed by physician, physician assistant, nurse practitioner and nurse.
  5. Assist with examinations and treatments
  6. Taking, reviewing, documenting and reporting patient vital signs and listing of medication
  7. Faxing of medical information
  8. Filling out internal medical paperwork s it relates to patient care
- Stock and clean patient exam rooms and assist with laundry
- Sterilize instruments and clean autoclave.
- Maintain inventory of equipment, instruments and supplies and ensure properly working.
- Assist in working with drug and medical supply reps
- Assist in pre-clinic review, post-clinic clean up as directed by nurse
- Ensure overall compliance with HIPPA, OSHA and company policies

- Lives the Standards of Performance by providing excellence in customer services with patients, business associates, community members and co-workers
- Proactively seeks to augment their skills and the skills of those around them while advocating for quality improvement, increased efficiency and clinic goal attainment.

**Working Conditions/Physical Demands:**

- Work is performed in clinical area, and involves frequent contact with patients. Interaction with others is constant and interruptive. Contact involves dealing with sick people.
- Inside environmental conditions, protection from weather conditions but not necessarily temperature changes. Patient interaction with moderate exposure to communicable diseases. Also there is a possibility of skin exposure to blood and body fluids. Also exposure to antiseptic and prolonged scrubbing of hands. Hazards include sharp instruments and/or chemicals.
- Medium to heavy work – exerting up to 50-100 pounds of force occasionally, and up to 20 pounds of force constantly in the patient care area.
- Climb steps, stoop, reach, walk, finger, feel, hear, kneel, stand, grasp, talk, pull, push and do repetitive motions. Must be able to stand for at least four hours continuously.
- Work distances within arms length and close eyes.

**Position Status:** This position is non-exempt paid on an hourly basis