



# ExpressCare

A Halifax Health Walk-In Clinic

**JOB TITLE:** Medical Assistant

## **Job Description**

### **ESSENTIAL RESPONSIBILITIES:**

- Verifies patient information by interviewing patient; recording medical history; confirming the purpose of the visit.
- Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary and escorting patient to exam room.
- Secures patient information and maintains patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; keeping patient information confidential.
- Deliver overall support for Providers and clinic operations.
- Instruct patients on collection of any necessary samples and tests
- Give injections, administering prescribed medications as directed by provider and in accordance with nursing standards
- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action
- Ensure that patient chart entries are made accurately and in a timely matter and forwarding charts as appropriate.
- Assist with scheduling of tests and treatments.
- Arrange referrals to a specialist and obtaining pre-authorizations when directed to by the Provider.
- Prepare exam and treatment rooms for patient intake.
- Assist with lab testing and Phlebotomy.
- Assist providers in preparing for minor surgeries and physicals.
- Counsels patients by transmitting physician's orders and questions about treatment.
- Maintains safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.

- Serves and protects the practice by adhering to professional standards, policies, and procedures, federal, state, and local requirements.

**SKILLS AND QUALIFICATIONS:**

- Associates Degree/Certification, or cumulative experience.
- Phlebotomy skills are required
- Must be able to lift 25 lbs and stand/sit for extended periods of time
- Experience with EMR systems
- Adaptable in differing situations.
- Able to multi-task and work independently.
- Must be flexible with shifts and able to work Monday-Thursday 8am-8pm, Friday 8am-6pm and rotating weekends.
- Must be able to work 12-hour shifts.