

**FLORIDA HEART ASSOCIATES, PL
CLINIC
MEDICAL ASSISTANT**

JOB TITLE: Medical Assistant

REPORTS TO: Manager - Clinics and Patient Information

JOB CLASSIFICATION: Non-Exempt

GENERAL DUTIES: Assists in the delivery of patient care in the office setting. Facilitates communication between physician and patient problems. Completes prescription refill request and lab distribution.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires normal visual acuity and hearing. Requires working under stressful conditions and working irregular hours. Minimal exposure to communicable diseases and bodily fluids.

ESSENTIAL DUTIES: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

1. Prepares patients for examination and treatment. Takes patient histories and vital signs.
2. Check patient charts for accuracy and completeness prior to office visit. Obtain needed records as indicated.
3. Prepares exams and treatment rooms with necessary instruments and supplies.
4. Prepares patients for holter monitoring.
5. Prepares patient for BP checks, EKG's and Rhythm strips. Review results with a physician, ARNP or PAC and provide proper documentation in a chart including patient complaint, concern, symptoms, actions (s) taken and patient's response.
6. Prepare any prescription refills for physician, ARNP or PAC.
7. Arrange for patient testing and admission as necessary. Transcribe orders for hospital procedures as indicated.
8. Maintains exam rooms, medication sample room, physician dictation stations and nursing station with adequate inventory.
9. Discard outdated medication samples.
10. Responsible for checking crash box and AED daily/monthly. Inform Nursing Manager of any outdated medications or supplies.
11. Provide patient teaching in regards to new medications or treatments ordered. Maintains adequate supply of teaching literature.
12. Transcribe patient instructions, order for lab work or procedures and medication instructions during exam as requested by physician or ARNP/PAC.
13. Assists physician, ARNP/PAC and other departments as necessary to assure efficient flow of patient care and timely completion of nursing tasks.
14. Provide staffing for other departments and clinic locations as specified by supervisor. Perform other related work.
15. Attend required meetings and participate in committees as requested.
16. Management may add or reassign additional duties and responsibilities to this position as needed.

**FLORIDA HEART ASSOCIATES, PL
CLINIC
MEDICAL ASSISTANT**

MENTAL REQUIRMENTS:

- Knowledge of professional nursing theory and practice to assess, plan, implement and evaluate patient care.
- Knowledge of organizational policies, regulations and procedures to administer patient care.
- Knowledge of common safety hazards and precautions to established a safe work environment.
- Knowledge of examination, diagnostic and treatment room procedures and medical equipment to administer patient care.
- Skills in assisting in a variety of treatments and medications as directed.
- Skill in taking vital signs and maintaining records and recording test results.
- Skills in identifying problems, researching and recommending solutions.
- Skills in preparing and maintaining patient records and responding to correspondence.
- Ability to utilize computer knowledge and skills to enhance job performance.
- Skills in operating computer, photocopier and fax machine.
- Ability to maintain confidential information.
- Skills in establishing and maintaining effective working relationships with patients and all offices and medical staff.
- Skills in maintaining department quality control standards.
- Ability to react calmly and effectively in emergency situations.
- Ability to communicate clearly.
- Ability to interpret, adapt, and apply guidelines and procedures.

EDUCATION: Graduate of an accredited program for MA.

EXPERIENCE: One year experience in a clinical setting preferred.

CERTIFICATION/LICENSE:

- MA certification
- CPR certification.