

## **Licensed Esthetician/Medical Assistant**

The Licensed Esthetician/Medical Assistant is a dual role that encompasses performing various aesthetic cosmetic procedures while providing direct support to our providers. Under supervision, the Medical Assistant maintains efficient patient flow and assists with patient care (e.g., assessments, procedures). Maintains provider's schedule and performs tasks assigned by providers. As an Esthetician, you will be responsible for providing various cosmetic procedures including facials, chemical peels, and medical grade laser treatments. Previous experience in a dermatology practice is preferred but not required. Willing to train the right candidate who is eager to learn. New York State Esthetician License required.

### **Licensed Esthetician/Medical Assistant Duties and Responsibilities:**

- Having a warm, inviting personality during the entire patient experience
- Experience with aesthetic skincare procedures (chemical peels, microneedling, medical grade lasers, etc.)
- Escorts patients from the waiting room to provider's office or treatment room as appropriate.
- Records patient data prior to each physician visit, including but not limited to allergies, medication changes, chief complaint.
- Obtains all necessary patient records as required by provider.
- Assures appropriate consent has been obtained prior to treatment or procedures.
- Conducts patient assessments and obtains pertinent medical information for referral to the provider.
- Prepares and stocks exam rooms, orders supplies as needed, and maintains and controls drug samples.
- Assists providers with exams and procedures as requested.
- Performs lab procedures and processing of lab specimens as needed. Accurately files all labs and outside reports as needed.
- Maintains all exam room disinfection protocols.
- Triages incoming patient telephone calls for referral to provider.
- Telephones in prescriptions and makes other patient calls as required or directed by providers.
- Arranges for pre-authorizations and pre-certifications as needed.
- Advises medical records of provider's absence.

**Additional Skills and Abilities:**

- Knowledge of the medical practice and diligence in assisting with patient care.
- Knowledge of examination, diagnostic, and treatment room procedures.
- Knowledge of medical equipment and instruments needed to administer patient care.
- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Ability to assist with a variety of treatments and medications as directed. Skill in maintaining records and recording test results.

For immediate consideration, please email your resume to: [work@hudsondermatology.com](mailto:work@hudsondermatology.com)