

## **Medical Assistant**

Under direct supervision, maintains efficient patient flow and assists with patient care (e.g., assessments, procedures). Maintains provider's schedule and performs tasks assigned by providers.

### **Medical Assistant Duties and Responsibilities**

- 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.
- Directs patients from the exam room or provider's office to the next appropriate station.
- 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.
- Triage incoming patient telephone calls for referral to provider.
- Telephones in prescriptions and makes other patient calls as required or directed by providers.
- Schedules patient tests and procedures, and provides follow-up for receipt of test results.
- Arranges for pre-authorizations and pre-certifications as needed.
- Obtains new patient records and previous test results.
- Follows up on patient reschedules and no-shows with providers.
- Maintains provider's scheduling templates and other miscellaneous appointments and meetings.
- Advises medical records of provider's absence.
- Maintains a clean work environment and restocks the supply area as needed.
- Checks Hudson Dermatology e-mail periodically throughout the day for staffing and procedure updates and notices.

### **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.
- Excellent verbal and written communication skills.

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