GI Associates, LLC
Job Description

Position: Medical Assistant/Clinical Assistant
Reports to: Office Manager of scheduling and reception/Nursing Manager
Supervises: N/A

I. Summary: The medical assistant/clinical assistant is responsible for the daily schedule of the doctor. This includes cross coverage in medical assistants absence for other doctors with the expectation that each member of this team works in the best interest of the patient.

II. Duties:

A. Essential Job Functions:

1. The doctor’s schedule
   a. review the schedule to ensure accuracy, correct demographics, (contact numbers), site at which the patient is seen, directions to the visit, and time/date.
   b. Apprise the doctor of changes in his schedule.
   c. Keep track of meetings and upcoming events. Page or email the night before based on MD preference.
   d. Docktrak and keep chart current.
   e. Keep hospitalist patient roster current in schedule, review discharge summaries/initial consults for accuracy in follow-up, medication changes, and instructions.

2. Insurance
   a. Name, DOB of the person that holds the insurance.
   b. Guarantor: the person responsible for the bill.
   c. ID number on card 800 number on card.
   d. Precert number and customer service number.
   e. insurance (T19 must be verified month by month)

4. Patient Care
   a. Review prep instructions with the patient if they are having a procedure and have questions.
   b. Results should be called to patient prior to the patient initiating a call. Check dictations and call labs/Xrays for results.
   c. Patient care areas should be stocked daily.
   d. If the patient is on blood thinners(i.e.: Coumadin, Plavix) the signed face sheet needs to be forwarded to a nurse for instruction.
   e. If the patient meets the criteria for antibiotics, the signed face sheet must be forwarded to the nurse.
   f. During office visit, patient is to have vitals including weight, height, blood pressure, pulse and respiration. Temperature for appropriate patients.

5. Acts as a resource to schedulers.

B. Other Functions:

1. Answers and follows up on patient phone calls
2. Facilitates a harmonious work environment, whereby treating all co-workers with respect and dignity.
4. Flexible in meeting the needs of the department
5. Performs clerical duties such as faxing, photocopying, and filling.
6. All other duties as assigned.

C. TEAM work

1. Patients are the priority.

III. Maximum Qualifications:

A. Educational Requirements:
   1. High school diploma/GED
   2. Medical assistant training

B. Training and experience.
   1. One year experience in medical reception/scheduling.
   2. Two years experience computer/typing.
   3. Previous gastroenterology experience a plus.
C. Skills/Abilities:
   1. Ability to communicate effectively with patients, family members, co-workers, customers.
   2. Computer and accurate keyboarding skills, required.

V. Physical requirements:
   1. Ability to sit for extended periods of time.
   2. Ability to read and comprehend patient information
   3. Ability to communicate verbally and in writing to patients, physicians/mid-levels and co-workers.
   4. Ability to use keyboard/computer

VI. Safety:
   A. Maintains a safe work environment
   B. Knowledge of MSDS and Bloodborne Pathogens
   C. Knowledge of Emergency plan and OSHA Standards.