

Preferred Management Corporation Position Description

Job Title: Clinic Assistant
Department: Clinic Nursing
Reports To: Clinic Manager and Supervising Physician
FLSA Status: Non-Exempt

SUMMARY: Works under the direction of the supervising physician. This position requires supervision at all times. Obtain vital signs and documents necessary for provider, performs orders, instructs patients per provider instructions, documentation as needed and assists with transfers.

QUALIFICATIONS:

- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).
- Knowledgeable of Infection Control and Prevention practices.
- Completion of competency test by supervising physician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acquire vital signs on each patient to be seen by provider.
- Document reason for the visit in brief format.
- Instruct patients as directed by the provider.
- Assist with completing and updating: summary of care, medication sheet, nutritional screen, immunization sheet, growth chart, appropriate flow sheets and diabetic foot screening.
- Document all prescription refills called in by pharmacists or patient, with approval of provider.
- Schedules patients for specialist appointments and receives clearance from insurance companies prior to sending patient for tests, etc.
- If necessary assist with patient registration and filing of charts and diagnostic reports.
- Treat residents and their families with respect and dignity.
- Sign all documentation with initials or initial with last name and title.
- Records all ordered lab, x-ray and referrals in the appropriate log books; and checks each patient off as they are received and when patient was notified.
- Performs all aspects of patient care in an environment that optimizes patient/resident safety and reduces the likelihood of medical/health care errors.
- Able to assist in emergency situations.
- Perform hearing and vision screenings, if required.
- Responsible for inventory on all supplies in clinic and stock accordingly to par levels for each room.
- Perform clinic labs that can be completed at home.
- Assists with the transfer of patients as directed by the provider.
- Provides for the emotional and physical comfort of the patient/resident.
- Advocate for the patient.
- Documents information concisely, accurately and completely.
- Identifies and utilizes appropriate channels of communications.

- Organize exam rooms, medications and any samples if maintained.
- Attends departmental in-services and/or meetings as required.
- Maintain certifications and continuing education requirements.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- Basic Life Support (BLS) certificate
- Vision and Hearing Certification (if required)

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English.

REASONING ABILITY: Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

WORK ENVIRONMENT: Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for breath sounds and Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date