

 Oroville Hospital  <b>Job Description for  Medical Assistant</b>	Department:	<b>Radiation Oncology</b>
	Dept. #:	<b>7640</b>
	Last Reviewed:	<b>04/01/13</b>
	Last Updated:	<b>Position Status: Non-Exempt</b>

### **Reports To**

Vice President Radiation Oncology

### **Position Summary**

The Medical Assistant in the office setting is a specialty requiring a variety of skills, including but not limited to: receptionist, registration duties, ICD9 coding, data collection for billing procedures, charge posting, maintains appointment schedules, schedules surgeries/procedures and obtains appropriate authorizations/referrals and provides appropriate patient instructions per physician orders. Back office patient care duties is required in some clinics/practices.

### **Patients Served**

This position is responsible for the following age groups of patients: adolescent, adult and geriatric.

### **Duties**

1. Gathers Data Relevant to the Registration and Billing Process
2. Obtains patient information and inputs into computer
3. Utilizes ICD9 code book and records codes according to diagnosis
4. Disassembles patient medical record after patient visit, inputs and posts patient charges into computer
5. Assembles patient medical records prior to provider/nurse receiving the record
6. Gathers Data Relevant to Patients Age Group and Individual Need
7. Obtains and records
  - Vital Signs
  - Time In/Date
  - Weight
  - Medication Profile
  - Immunization Record

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- Allergies
  - Chief Complaint
  - Signature/Initials where appropriate
8. Prepares patient prior to provider examination
- Sets patient on exam table
  - Patient changes into gown as appropriate
9. Clerical Duties
- Answers telephone calls, identifying self and clinic/practice
  - Receives and documents telephone messages and gives to the appropriate persons
  - Schedules appointments with accurate patient information
  - Types various documents accurately and as directed: First Reports, TAR's and Correspondence
  - Utilizes photocopy and facsimile machine
  - Gets authorizations from insurance companies for referrals
  - Confirms appointment schedule and follow-up of missed appointments
10. Assists in Coordination of Clinic
- Assists in maintenance of a neat, orderly and accurate medical record filing system
  - Ensures that patient medical record is disassembled after patient discharge and filed away quickly
  - Maintains a neat, clean and functional work station

### **Job Limitations**

Medical Assistants DO NOT:

1. Administer or handle medications
2. Assess patient conditions
3. Work outside assigned skills

### **Qualifications**

#### **Education & Licensure**

- High School graduate or its equivalency
- Medical Assistant Certification preferred
- Current BLS Certification

#### **Knowledge/Experience**

- Minimum 1 Year Experience as a Medical Assistant
- Experience in Oncology
- Experience in medical front office procedures
- Must have proven ability to maintain professional conduct and confidentiality in the care of patients
- Must possess computer skills

**Additional Qualifications:**

- Strong written and verbal communication skills
- Professional and reliable
- Excellent interpersonal and Organizational skills
- Demonstrates care and compassion in dealing with patients
- Ability to multi-task and be detail oriented

**Work Environment**

Work area is well lighted and ventilated. Regularly exposed to the risks of blood borne and airborne diseases. Contact with patients in a wide variety of circumstances. Exposed to noise, chemicals, communicable diseases, and hazardous materials. Wears personal protective equipment as required.

**Dress Code**

Complies with hospital and departmental dress code. Wears name badge with job title and credentials clearly visible.

**Physical Abilities**

See attached Job Task Analysis