

 Oroville Hospital	Department: Clinic Management
	Dept.#: Various Last Reviewed: 05/08; 08/12 Last Updated: 08/14

Job Description for Medical Assistant

Reports To

Director Clinic Management /Clinic Manager

Job 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.

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. Administer or handle medications
8. Obtains and records
 - Vital Signs
 - Time In/Date
 - Weight
 - Medication Profile
 - Immunization Record
 - Allergies
 - Chief Complaint
 - Signature/Initials where appropriate

9. Prepares patient prior to provider examination
 - Sets patient on exam table
 - Patient changes into gown as appropriate

10. 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

11. 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. Assess patient conditions
2. Work outside assigned skills

Qualifications

1. High School graduate or its equivalency
2. Medical Assistant Certification preferred
3. Experience in medical front office procedures preferred
4. Current BLS Certification
5. Must have proven ability to maintain professional conduct and confidentiality in the care of patients
6. Must possess basic computer skills

Lifting Requirements

The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.