

## **Optimum Internal Medicine and Pediatrics**

### **Job Title: Office Nurse/Medical Assistant**

**General summary of duties:** The Office Nurse/Medical Assistant , under the direct supervision of the Physician, is responsible for assisting in the delivery of health care and patient care management. Nurse/Medical Assistant will receive supervision from the physicians, advanced nurse Practitioners, or physician assistants based on work environment.

**Position reports to:** Physician of record or Office Manager for nonmedical subjects related to the Office

### **Job qualifications:**

**Education/training:** High school graduate or GED and current Medical Assistant or LPN certification, if applicable

### **Experience:**

- One year medical experience in a physician's office or equivalent combination of training and experience preferred; will train a highly-motivated new graduate

### **Skills:**

- Knowledge of medical practice and care
- Knowledge of examination, diagnostic, and treatment room procedures
- Knowledge of medical equipment and instruments
- Knowledge of common safety hazards and precautions
- Ability to assist in a variety of common office procedures
- Ability to take vital signs
- Skill in developing and maintaining clinical quality assurance
- Skill in identifying and resolving problems
- Ability to maintain records and record test results
- Ability to interpret, adapt, and apply guidelines and procedures
- Ability to use good reasoning and judgment and react calmly in emergency situations
- Ability to establish and maintain effective working relationships with patients, medical staff, Coworkers, and the public
- Ability to read, write, and communicate effectively orally and in writing
- Knowledge of basic arithmetic
- Proficiency in the operation of a computer keyboard

### **Duties and responsibilities:**

- Performs selected nursing and administrative duties, and assists physicians as part of the clinical care team
- Conducts pre-visit planning by reviewing and updating patient charts prior to appointment with recent test results and correspondence and determines needed services per practice protocol
- Confers with physician regarding any incomplete patient tests/consults or other incomplete orders prior to patient visit

- Prepares patients for examination and treatment by escorting them from the waiting area to the exam room and taking histories and vital signs
- Prepares, cleans, and maintains exam and treatment rooms
- Gives injections and draws blood; assists with EKGs, OB/GYN exams, and office procedures as needed; and provides other patient care services as directed by the physicians
- Maintains sample medication records, administers medication upon physician order, and responds to medication requests per practice protocol
- Prepares and maintains clinical supplies and equipment
- Triage and responds to patient communications within practice policy
- Assists with scheduling tests and treatments, precertifying patients for hospital care and/or procedures, and processing referrals to other providers
- Coordinates care with disease management or case management programs as needed
- Contributes to the development of policies and procedures
- Participates in professional development activities and maintains professional affiliations
- Creates, maintains, copies, faxes, and files patient files, records, and other information as needed
- Compiles and condenses technical and statistical data for reports and records
- Maintains strict confidentiality
- Treats staff, physicians, visitors, and patients with dignity and respect
- Performs other related work as required and may need cross training in other areas of clinic as deemed by physician of record

Work environment:

The work of this position is performed in an environmentally controlled office environment. The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, insurance companies, and other members of the public on a regular basis. The position may cause frequent exposure to communicable diseases, bodily fluids, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a clinical environment.

I have read and agree to the above job description and will function professionally and with highest regard for my clinic and patients.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Employment Application

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_