

Medical Assistant

To apply: Email Resume to: batisteanthony@yahoo.com – or-
Fax to: 866-283-6361

POSITION SUMMARY

The **Medical Assistant** performs the essential duties of a reliable in a busy, growing nephrology practice with a large patient base. The position description has been designated to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind.

ESSENTIAL FUNCTIONS

- Rooms patients, including taking weight, temperature and blood pressure measurements and obtaining specified information.
- Enters a variety of information into the Electronic Health Record.
- May act as Patient Service Specialist: schedules patient appointments, checks patients in and out, and collects patient payments.
- May retrieve and distribute office mail; forward invoices to Medical Center location for accounts payable.
- Scans a variety of documents into system.
- Manages injection administration and checks hemoglobin levels.
- May facilitate pickup of shred, biohazard waste, and physician lab coats for laundering.
- May contact No-Shows and attempt to schedule follow-up appointments.
- May make appointment reminder phone calls to patients one day in advance.
- Schedules outpatient procedures and/or testing and obtains prior authorizations when required.
- Answers phone calls from patients, physicians and facilities regarding clinical items.
- May send medical transcriptions (via fax or mail) to referring providers as needed.
- Sets up new dialysis patients with outpatient facilities.
- Maintains up-to-date medication sample stock; includes calling pharmaceutical representatives when necessary.
- Processes prescription refills and obtains prior authorization for medications when necessary.
- Medical record release processing.
- Processes lab orders; transmits requisitions and downloads results.
- May verify patient insurance eligibility and benefits and obtain visit authorization.
- Maintains a professional, cooperative relationship with physicians, co-workers, management, hospitals, dialysis centers, other health care facilities/providers, patients, creditors and vendors and immediately communicates essential, pertinent information.
- Travels to and assists other Kidney Associates, PLLC locations as needed.

POSITION REQUIREMENTS

- **Two years healthcare experience required, preferably in a specialty setting.**
- Minimum of six months experience using an Electronic Health Record or Electronic Medical Record.
- Phlebotomy experience preferred, but not exclusionary.
- Nephrology and/or dialysis experience helpful, but not required.
- Knowledge of clinical compliance.
- Reliable transportation necessary.

- Team-oriented and productivity-driven demeanor.
- Ability to communicate clearly and professionally verbally and in writing.
- Ability to use a Windows-based computer and Windows-based applications.
- Minimum education: certification from an accredited institution required.

PHYSICAL DEMANDS

- Ability to lift a minimum of 25 pounds.
- Ability to sit or stand for extended periods of time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to handle, feel and reach forward. The employee is occasionally required to sit, stoop, kneel or crouch. The employee must frequently lift and/or move up to 20 pounds and occasionally lift or move 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color, peripheral, depth and ability to adjust focus.