

DENVER ALLERGY AND ASTHMA ASSOCIATES, P.C.

Job Title: Medical Assistant

General Summary of Duties: Performs a variety of both front and back office patient care activities to assist the physician(s) and administers allergy injections.

Supervision Received: Reports to Office Supervisor

Supervision Exercised: None

Typical Physical Demands: Requires full range of body motion including handling and lifting up to 50 pounds, manual and finger dexterity, and eye-hand coordination. Requires standing and walking for extensive periods of time. Assists in lifting patients weighing up to 300 pounds. Requires manual dexterity sufficient to operate a computer keyboard at 40 wpm, a calculator, telephone, copier, and other office equipment. Requires corrected vision and hearing to normal range. Requires working under stressful conditions and/or working irregular hours. Will be required to travel to other Denver Allergy and Asthma offices.

Typical Working Conditions: Work is performed in a medical office. There is frequent contact with patients both in person and on the telephone. Interaction with others is constant and interrupted. Requires some exposure to communicable diseases, medicinal preparations, and other conditions common to a medical office environment. The job requires the ability to handle stress, including stressful situations involving interactions among the patients, physicians and other staff.

Examples of Duties: (This list of duties is illustrative only and not exhaustive.)

1. Assists in the provision of optimal medical care.
 - a. Assists physicians with minor diagnostic procedures, treatments and/or education as directed.
 - b. Escort patients to exam room; take patient histories and vitals; prepare patients for exam and/or procedure.
2. Performs basic laboratory procedures and maintains the skin testing room, shot room, exam rooms and blood draw stations.
 - a. Assures that the shot room, skin testing room, and exam rooms are clean, prepared, stocked and functional at all times and maintained. At the end of the day the shot room, skin-testing rooms are broken down. Exam rooms are cleaned and ready for the next day.

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- b. Administers allergy injections to patients; updates shot records; reviews records monthly for appointments due and notifies patients as required.
 - c. Ensures that skin testing reports, and other medical/test information are noted in patient record, reviewed by the appropriate provider, and reported to the patient per provider instruction.
 - d. Adheres to OSHA requirements including universal precautions, waste disposal guidelines, etc.
3. Performs general medical office duties.
 - a. Assures that all charges provided to patients are appropriately noted on the superbill or shot batch; collects co-payments as noted; reviews computer notes pertaining to appointments and shot card flags so appropriate action can be taken with patient; balances physician and/or shot batches.
 - b. Assists and notifies the Office Supervisor of inventory for all clinical supplies, antigens and testing procedures.
 - c. Monitors drug samples e.g. expiration dates, overstock, etc. and maintains a file of all-pharmaceutical representatives and suppliers, including drug sheets.
 - d. Monitors and records pollen rod readings.
 - e. Take supplies and charts that are needed to outer offices from main office.
 - f. Calls in the prescriptions from pharmacy messages.
 - g. Takes information from ill patients in correct format on computer system. Calls patients back with provider instructions.
 4. Maintains temp control on refrigerators, expiration dates in shot room and skin testing room and calibrates PFT machines according to office protocols.
 5. Cleans shot room shelves, counter tops with santi-wipe according to office protocols.
 6. Participates in quality management activities including staff meeting and in-service programs as required.
 7. As a representative of Denver Allergy and Asthma Associates, P.C. you are expected to maintain neat and professional appearance, demonstrate commitment to serve at all times, and uphold guidelines as set forth in the employee handbook, and maintain patient confidentiality at all times.
 8. Other job duties or work assignments as may be required, particularly in reception and medical records, at any time, at the discretion and direction of Denver Allergy and Asthma Associates, P.C. Administrator, Denver Allergy and Asthma Associates, P.C. physicians, and/or the employee's immediate supervisor.

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9. All employees must comply with Denver Allergy and Asthma Compliance Plan and with the Denver Allergy and Asthma Infection Control Policy, Hazard Communication Manual, and Material Safety Data Sheets Book.

Performance Requirements:

Knowledge, Skills & Abilities: Knowledge of examination, diagnostic, skin testing, and injection room procedures. Knowledge of common safety hazards and precautions to maintain a safe work environment. Skill in assisting in a variety of treatments and medications as directed. Skill in taking patient histories. Ability to maintain effective working relationships with patients, medical staff, and the public. Ability to accurately maintain quality control standards. Ability to react calmly and effectively in difficult or emergent situations. Ability to read, understand, and respond to detailed oral and written instructions. Ability to communicate clearly. Knowledge of medical terminology. Ability to keep schedules written and/or in a computer. Knowledge of grammar, spelling. The job requires the ability to handle stress, including stressful situations involving interactions among the patients, physicians and other staff. At all times, the employee is expected to be courteous and polite to patients, visitors and co-workers, even if they are or may be rude or otherwise discourteous.

Education: High school graduate or equivalent GED.

Experience: Medical Assistant certificate or 2 years minimum medical work experience as a medical assistant.

Certificate/License: Medical Assistant certificate preferred. Current CPR certification required.

Alternative to Minimum Qualifications: None

Date last updated 4/10