



Summary: This position is intended to enhance the efficiency with which patients are seen by the physicians and mid-level practitioners. The Medical/Nursing Assistant is expected to anticipate the needs of the patient and assure the patient and the environment is in readiness for the examination by the provider. The position requires a high degree of integrity to keep information confidential.

Duties and Responsibilities: The authority and duties of the Medical/Nursing Assistant shall include but not be limited to:

A. CLINICAL:

1. Obtains information from patient or family to assist with treatment plans and assures that all pertinent information is on the patient's chart.
2. Performs various pre-treatment screening and testing and obtains vital signs (BP, TPR, Height, and Weight), and measures head circumference specific to the age and reason for visit. Documents patient record appropriately.
3. Assist provider with special procedures to include administration of aerosolized nebulizers treatments and oxygen therapy, wound suturing and care, EKG and other examinations as may be required.
4. Obtain immunizations and injections for administration by the provider.
5. Upon request and/or direction of a physician, may administer immunizations, flu and allergy medications, vitamins, and antibiotics.
6. Assist with specimen collection, packaging and preparation for transportation to laboratory.
7. Perform routine medical x-ray and/or laboratory procedures at the direction of the physician/mid-level practitioner. Disposes of contaminated supplies and sterilizes medical instruments.

B. CLERICAL DUTIES:

1. Document check-in procedures in medical records
2. Obtain diagnostic reports and include in medical record for review by provider during patient examination.
3. Complete all non-medical information on forms and requisitions.



4. Obtain medical records for follow-up by the provider as requested.
5. Distribute diagnostic reports to providers daily.
6. Assist in the appointment scheduling and logging and distribution of referral requests and results.
7. All other duties within the Medical/Nursing Assistant certification.

C. UNIT MAINTENANCE:

1. Clean, package and sterilize instruments.
2. Clean and maintain patient care equipment to include sphygmomanometer, nebulizers, autoclave, scales and all other equipment used in patient care.
3. Clean and stock work areas, examination rooms, treatment rooms and laboratories.

D. QUALITY ASSURANCE:

1. Participate in staff meetings and committee meetings as assigned.
2. Participate in Quality Assurance activities.
3. Demonstrates practices of infection-control principles.

Minimum Qualifications: High school graduate or equivalent and a graduate of an accredited school which awards a certificate as a certified Medical Assistant or Nurses Assistant or Technician. A current Georgia certificate to practice the occupation and at least six months of experience as a Certified Medical Assistant & Nurse Assistant. The ability to deal maturely with the general public and fellow staff members. The ability to respond rapidly and calmly during emergencies.

Physical Requirements: Varied activities include standing, walking, reaching, bending and lifting. Employee must possess full range of body motion including the ability to assist or lift patients when necessary; occasional weight bearing to exceed 50 pounds, use of portable stretchers/wheelchairs encouraged. Employee must possess hand-eye coordination with normal range of vision and hearing abilities. This position frequently requires working under stressful conditions and frequently requires irregular work hours.