

Medical Assistant Lead

The Medical Assistant Lead's role is to support the Riverside Radiology and Interventional Associates clinical practices. The main responsibility with this position, is to support the clinic and team members to ensure that the daily clinic runs on time and efficiently. Along with other responsibilities, supporting the RN staff, helping with patient calls, and documenting patient medical information.

PRIMARY RESPONSIBILITIES

CLINICAL:

- Entering patient history and vital signs into the EMR
- Assisting physician during examination and office procedures
- Dressing changes
- Educating patients on procedures and post procedure care
- Helping to prepare patients for their procedures
- Restock and cleaning examination rooms daily.
- Checking expiration dates on drugs and supplies and disposing when necessary.
- Ordering supplies
- Timely room turnover-keeping staff and physicians on time
- Provide support for the nursing staff

ADMINISTRATIVE:

- Excellent customer service
- Help with patient post procedure calls
- Establish relationships with patients
- Schedule appointments when necessary
- Scanning, linking and working lists in the EMR
- Provide necessary patient information to the physician

ADDITIONAL RESPONSIBILITIES

- Provide on the job training to new employees
- Instruct patients and provide educational materials as necessary
- Medical records responsibilities
- Assist in coordination of plan of care with the patient. F/U calls, post procedures instructions, medication documentation and tolerance, imaging results, lab results
- Participate in QA activities
- Work closely with RN LEAD to ensure efficient clinic day

- Help direct and possibly take patients to ED, LAB, Radiology in the hospital
- Other duties as assigned

KNOWLEGE AND SKILL REQUIREMENTS:

Active Medical Assistant certification required

5+ years of experience as Medical Assistant

Medical terminology background

Ability to identify problems and recommend solutions

Strong communication skills

Positive attitude and relationship building skills

Ability to lift 50lbs.

Comply and follow the RRIA human resources policies

Willingness to perform all duties assigned

Ability to take initiative to continually improve and enhance RRIA

Develop full potential of technical skills and knowledge

BLS suggested, but not required