

Dermatological Medical Assistant Job Description

Job Overview: The medical assistant provides support for the providers while seeing patients by scribing, setting up procedures, and rooming patients. They are a critical aspect of the office needed to create a productive, thorough, and friendly environment both for the patients as well as the providers. They work hands on with patients while also being able to provide behind the scenes support by taking phone messages, getting insurance coverage, and providing prescription support.

Responsibilities and Duties:

- Scribe for providers during examinations and surgical appointments
- Assist provider and patient in examination and surgical settings
- Utilize electronic medical software to record office notes
- Listen to and document phone messages from patients
- Process prescriptions and prior authorizations
- Prepare and process lab specimens
- Work with various lab equipment and completing lab tasks
- Stock, set up, clean, and sterilize exam rooms
- Provide excellent, polite, and efficient patient care

Qualifications:

- Education level.
 - High School diploma or equivalent required
- Experience
 - At least one year of experience working in a position requiring direct relations with people and customer service
- Specific skills
 - Ability to draw blood within 3 months of hire date
 - Ability to remove sutures within 2 months of hire date
 - Ability to assist with surgeries/witness blood and tissue without feeling faint or having to excuse yourself
 - High level of accuracy and organization
 - Ability to work in a fast-paced, busy, upbeat medical setting
 - Proficient in using technology (e.g., accessing patient information, submitting electronic prescriptions, and completing on-line lab requisitions)
 - Strong keyboarding skills
 - Strong communication and interpersonal skills
- Personal characteristics.
 - Honest and trustworthy
 - Strong team-oriented focus and positive attitude
 - Self-starter and fast learner
 - Dependable and punctual
 - Desire to work directly with patients
- Required certifications/training/documentation
 - Hepatitis B Virus Vaccination record or equivalent titer
- Physical abilities
 - Ability to stand and walk for 4 hours at a time
 - Ability to safely lift 25lbs