

**Department of Neurology
Job Description**

Title: Medical Assistant / Secretary

Location: Neurological Institute and Harkness Pavilion

Reports to: Office Manager and Dr. Sanda Carniciu

Responsibilities:

Perform confidential Medical Assistant duties as follows:

1. Assist physicians with patient treatment/procedures, including venipuncture.
2. Clean and maintain exam rooms, MA stations.
3. Set up patient exam rooms for daily use.
4. Coordinate patient flow with the physicians escort all patients to exam rooms.
5. Take vitals (BP, weight, height) on all patients and record vitals for all patients in CROWN in a timely manner.
6. Assist physician in exam room with patient treatment/procedures
7. Prepare and label specimens with required data. Label all patient specimens with name, MRN, DOB, date and physician. Record daily all outgoing specimens in log books.
8. Generate in CROWN proper requisitions for all specimens.
9. Daily clean and disinfect all counters, sinks and exam tables in the exam rooms and pediatrics workroom.
10. Daily remove soiled laundry and replace new laundry bags.
11. Daily stock up all exam rooms with linen, patient gowns and rolls of table paper.
12. Keep current on all medical emergency procedures.
13. Maintain sterile and non-sterile equipment and ensure adequate supply of equipment is ready at all times for patient care.
14. Initiate Rx refills with final sign off by NP/MD.
15. Using patient intake forms enter medications, allergies, smoking status with final verification by NP/MD.
16. Communicate any concerns about patient condition immediately to physician.
17. Print and provide patient education.
18. Assist in the event of an emergency, as directed by physician/nurse.

Perform Secretary duties as follows:

1. Check patients in and out
2. Collect and document co-pays and co insurance
3. Schedule and register patients
4. Handle physician –to-physician documentation delivery
5. Retrieve messages from phone line and respond as appropriate or communicate with the MD.
6. Respond to all patient inquires

- Perform other related duties as assigned.
- Employee will ensure patient centered care by demonstrating behaviors that reflect a Culture of Service and will strive to meet the expectations of the “Seven Competencies”.

The seven competencies for a “Wow” experience are as follows:

1. Effective Communication
2. Job Knowledge
3. Patient Centered Care
4. Empathy
5. Collaboration and Teamwork
6. Pride and Excellence
7. Integrity and Credibility

- Conforms to all applicable HIPAA, Billing compliance and safety guidelines.

Position Qualifications:

- High School Diploma
- NYS CMA (AAMA) Certification Required
- Minimum of two years related experience
- Possess knowledge of modern office equipment, systems and procedures.
- Spanish fluency a plus
- Strong interpersonal organizational and communicational skills.
- Must be able to function in an organized, neat and detailed matter.

Preferred Qualifications:

- IDX-CROWN experience.

REVIEWED:

Employee Signature

Date

APPROVED BY:

Department

Date