

Job Description

DeFatta ENT & Allergy, Chippewa Valley's premier ENT and Allergy practice, is seeking a self-motivated, people-friendly part time CNA/Medical Assistant/LPN for our progressive Altoona office.

EDUCATIONAL REQUIREMENTS:

- High school education or G.E.D. equivalent. Completion of a two-year program for medical assistant preferred.
- Three years prior experience as a medical assistant in a medical practice is preferred.
- Possesses the sense of discipline to work in accordance with accepted clinical standards.
- Comply with all regulatory requirements including OSHA, maintenance of clinical skills and certifications, etc.
- Be capable of dealing tactfully and effectively with patients, family members, other employees and physicians.
- Accurate computer scheduling skills.

PAY RANGE:

- Income commensurate with experience.

QUALIFICATIONS AND EXPERIENCE:

- Must be able to work in a fast-paced environment.
- Must be able to work independently and with minimal direction.
- At least one year of EMR experience is a plus.
- At least one year experience in a medical office
- High energy level, enthusiastic, positive outlook and the ability to multitask while completing tasks accurately.
- You are expected to exhibit a positive attitude and a professional appearance. You are expected to show great detail orientation and accuracy, and to exhibit a quality performance of the essential job functions to help the office run smoothly and efficiently.

Responsibilities include, but are not limited to, the following:

- Welcomes patients by greeting them in-person or on the telephone, in addition to answering or referring inquiries.
- Prepares patients for their appointment by directing and/or accompanying them to the exam room.
- Verifies patient information by interviewing, reviewing and/or recording medical history, therefore confirming the purpose of a patient's visit or treatment.
- Supports patient care delivery by helping health care providers during examinations; preparing laboratory specimens; performing basic laboratory tests on the premises; disposing of contaminated supplies; sterilizing medical instruments; and telephoning prescriptions to pharmacies.
- Educates patients by providing medication and instructions, in addition to answering questions.
- Completes records by recording patient examination, treatment and test results.
- Keeps inventory of supplies.
- Keeps equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies and performing preventive maintenance.

- Maintains patient confidence and protects operations by keeping patient care information confidential.
- Directs patients to the exam room to ensure they are as comfortable as possible. Takes accurate histories and physical exam information. Obtains vital signs, secures complaint and enters the information on the patient's chart.
- Ensures that all equipment in the exam room is clean and properly set up prior to each patient encounter.
- Documents telephone calls accurately in medical record.

Co-coverage responsibilities

- Surgery scheduling.
- Requires mid-level MS Excel and Word skills, excellent communication skills (written, verbal and telephone).
- Must be highly organized, detail-oriented and self-motivated.

Schedule Detail: Part-time, Monday – Friday, 8 a.m. – 4:30 p.m.

Hours: 20-24 hours per week

Travel: 2-3 days/month

Work setting:

- Clinic

Ability to commute/relocate:

- Altoona, WI 54720: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Medical office experience: 1 year (Required)
- EMR systems: 1 year (Required)
- Microsoft Word: 1 year (Required)
- Documentation review: 1 year (Required)