

SUMMARY: Under general supervision, the Medical Assistant is responsible for performing routine nursing services for the care and treatment of patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Receive and prepare patients for examination, obtaining blood pressure, pulse rate, temperature, and weight.
2. Assist the healthcare provider with patient examination, treatment, and minor surgeries as instructed.
3. Keep rooms clean and stocked with necessary supplies.
4. Give instructions and/or explanations to patients and family members as directed by physician.
5. Schedule patients for hospital surgeries and diagnostic procedures.
6. May perform specialized testing (i.e. treadmill, ultrasound, bone marrow, etc.)
7. Act as a liaison between patients, patient's family members, healthcare facilities, and physician to coordinate the care and treatment of patients.
8. Answer phone calls relating to clinical issues.
9. Administers p.o., i.m., s.q. topical meds as directed by healthcare provider.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Graduation from a standard high school and successful completion of a Medical Assistant 18 week training program. Clinical Nursing Experience a plus. Allscripts experience a plus.

EOE / AA/M/F/Disability/Vet Quillen ETSU Physicians participates in E-verify

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.