

Medical Assistant

General Summary

The Medical Assistant's role is to support the Radiology Associates of the Fox Valley clinical practice. This involves performing a variety of tasks, coordinating patient care, and associated with the clinical office for RAFV. This is a Full-time, Monday-Friday position. No evenings or weekends.

Principle Duties and Responsibilities

Administrative

- Answering phones.
- Greeting patients.
- Processing patient medical records.
- Scheduling appointments and procedures.
- Coordinating care for multiple hospitals.
- Coordinating with testing labs.
- Updating and filing patient's medical records.
- Filling out insurance forms.
- Handling correspondence.
- Provide all necessary information to the medical provider.
- Ensure room and equipment cleanliness.
- Restock room daily/ and keep stocked supplies up to date on expiration.
- Troubleshoot and report equipment issues.
- Provide support for medical providers.
- Ensure a safe environment.
- Clean and maintain surrounding work area.
- Interact in a positive manner with patients and staff members.
- Other duties as assigned.

Clinical

- Taking medical histories.
- Recording vital signs.
- Assisting medical providers during examination.
- Explaining treatment procedures to patients.
- Preparing patients for exams and procedures.
- Dispose of contaminated supplies.
- Telephone prescriptions to pharmacy upon provider approval.
- Follow up calls to patients.

Knowledge, Skills, and Abilities Required

- Current BLS for healthcare workers.
- Ability to read, interpret, and follow an order.
- Manual dexterity required for operating machinery and computers.
- Maintain a professional appearance and provide a positive company image to the public.
- A certain degree of creativity and latitude is required.
- Ability to lift up to 50 pounds required.
- Ability to identify problems and recommend solutions.
- Ability to establish and maintain effective working relationships with physicians, technical staff and clerical staff and others.
- Willingness to perform all duties as assigned.
- Comply & follow with human resources policies and procedures.
- Serve as a role model for fellow employees.
- Develop full potential of technical skills and knowledge.

If interested, please send resume to Kristin Gallucci at kgallucci@lucidhealth.com