

# Northern Rockies Medical Center

 **right care. right Here.**

Position: RHC SCRIBE_Medical Assistant	
Department: RHC	
Reports To: Clinic Manager or other leadership as assigned	
FLSA Status: Non-Exempt	OSHA Exposure Category: I
Effective Date: 09/2006	Revised: 08/2012, 03/2015, 12/2015

**Job Objective:** Promotes a positive and professional practice image. The Registration/Medical Assistant performs a variety of medically related, clerical, accounting, and billing tasks to facilitate the smooth flow of patients through the practice.

**Qualifications:**

1. High school graduate or GED required.
2. Medical Assistant/C.N.A. certification preferred.
3. BLS Certification required.
4. Minimum one (1) year experience in a medical or other healthcare office setting preferred. Combination of education and experience will be considered.
5. Proficiency with software including but not limited to Excel, MS Word, Outlook, etc.
6. Knowledge of basic billing procedures, financial reports, medical terminology, various medical forms, reports, and processing.
7. Understand HIPAA and Privacy compliance with regards to the RHc setting.
8. Communications skills including but not limited to verbal communication with individuals or small groups (patients, physicians, administration, and co-workers) and written communication with experience in writing business centered emails or letters.

**Job Duties:**

1. Scribe
  - a. Medical History Patient Interview – includes but is not limited to gathering information from the patient on the chief complaint for the current visit and any details pertaining to the chief complaint. Inquiring about past medical history, surgical history, family medical history and social history.
  - b. Provider Communication and patient review. Patient chart is closed in Scribe charting area and re-opened in provider charting area for review and correlation between other documentation (i.e., Labs, images, other provider documentation).
  - c. Visit documentation and recording includes transcribing provider interaction and conversation with patient.

- d. Provider reviews visit documentation, places current orders with appropriate follow-up specialists, medication refills, etc.
2. Medical Assistant
  - a. Greet patients that come into the clinic in a professional and attentive helpful manner.
  - b. Room patient appropriately performing vitals check, current health history, medications, allergies, and chief complaint to record in EMR.
  - c. Assist provider in performing procedures, collecting lab specimens, or transporting patients to the hospital.
  - d. Clean and stock rooms appropriately for next encounter.
  - e. Clean and package medical instruments after procedures and prepare for autoclave.
  - f. Set up procedure rooms at beginning of day; rotate out procedure rooms as encounters are done throughout the day.
  - g. Dispose properly of medical waste.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values:

Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends.

**Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.**

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) Tasks that involve exposure to Blood, body Fluids, or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spill or splashes of them, are Category I tasks. Use of personal protective equipment is required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Requires repetitive bending, pulling, pushing, kneeling, walking and lifting up to 60 lbs. Visual acuity within normal limits; must be able to read charts, orders, notes, and office reports.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date

CONFIDENTIAL