



JOB DESCRIPTION OB/GYN

Certified Medical Assistant or Licensed Vocational Nurse

REPORTS TO: Director of Nursing

EDUCATION & EXPERIENCE: Diploma from an Accredited Program of Nursing, current state license, current CPR certification. At least one year of experience in ambulatory pediatrics.

SKILLS: Excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to function well in a high-paced and at times stressful environment. Experience with EPIC or other electronic health records.

PRIMARY DUTIES:

- Referral Specialist.
- Schedule Appointments
- Provide patients with OB/GYN Pre & Post Operative Instructions
- Assist providers with initial patient assessments, vital signs, medical procedures, implementation, and documentation of care in conjunction with provider orders, administer medication to patients, including oral, IM, sub-q, and intradermal, assessing, and documenting effects
- Perform diagnostic tests for patients, including EKGs, spirometry, vision and hearing screening, throat cultures, NST's and bladder scans.
- Perform patient treatments/procedures including venipuncture, nebulization, catheterization, ear lavage, dressing changes and assisting providers with circumcision.
- Comply with all regulations related to confidentiality of patient information, HIPPA compliance.
- Complete paperwork for ordered diagnostic tests performed outside of centers.
- Contact patients who did not keep vital recheck appointments.
- Schedule appointments for WFM patients with specialists outside of clinic, document the appointment time, address, and phone number of the specialist in the medical record.
- Fax needed records to the specialist and document in the medical record when faxed and to what phone number
- Review children's immunization records before provider enters exam room, noting if patient is behind and what immunizations they may need and administer immunizations according to TDH guidelines and standing provider's orders
- Responsible for all messages in computer in-basket
- Responsible for fax transmissions from outside agencies
- Responsible for documentation of nursing home facsimiles into patient record

OTHER DUTIES:

- Obtain copies of hospital records for patient's clinic charts
- Clean and stock exam rooms
- Assist with equipment maintenance and repair
- Locate lab and x-ray reports as needed
- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours (over-time may be required)
- Indoor setting
- Continuous use of computer
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting, and climbing
- Occasionally carrying, lifting, pushing, and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Understand/conduct simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

7/22/2022