

Southern Indiana Community Health Care

MA/LPN/Float/Scribe Job Description

General Summary of Duties: Greets, instructs and directs patients for any services needed while under the care of SICHC providers and works closely with any SICHC provider as assigned.

Physical Demands: Work may require sitting or standing for long periods of time; also stooping, bending and stretching. Occasionally requires heavy lifting of 50 pounds or greater (i.e. patient transfer/assistance). Requires normal visual acuity and hearing.

Working Conditions: Work is performed throughout the facility. Involves frequent contact with patients. Work may be stressful at times. Interaction with others is constant and interruptive. Contact involves dealing with sick persons.

Daily Duties and Responsibilities:

1. Accurately document vitals and chief complaints.
2. Do pre-work for each patient.
3. Assist patients to exam rooms.
4. Stock rooms, lab, blood draw basket, counter and needle drawer with appropriate products needed to care for patient.
5. Review, process and respond to patient messages.
6. Obtain medical records.
7. Call patients with lab and diagnostic imaging results.
8. Check expiration dates frequently on ALL items (i.e. in exam rooms, lab, med drawer etc.).
9. Request refills and e-refills with permission from provider.
10. Help with nursing schedule.
11. Fill out FMLA, peer to peer issues or other forms needed relative to patient care.
12. Check EDK monthly.
13. Keep O2 tanks full, ready to use and check expiration monthly.
14. Patient scheduling (referrals, PA's, tests, procedures etc.).
15. Report problems to manager and provider as needed.

Performance Requirements:

- Knowledge of grammar, spelling and punctuation to type patient information.
- Ability to operate computer and other equipment relative to patient care.
- Skill in greeting patients and answering the telephone in a pleasant and helpful manner.
- Ability to speak clearly and concisely.

- Ability to read, understand and follow oral and written instructions.
- Ability to sort and file materials correctly by alphabetic or numeric systems.
- Ability to establish and maintain effective working relationships with patients, employees, and the public.

Additional Duties as Assigned:

1. Float- assists provider with reason for visit, medical history, medication reconciliation, and physical exam in EMR.
2. Order medical supplies or medications.
3. Lab Responsibilities: draw patient labs, perform in-house testing, and prepare specimens for send-out as needed.
4. Change red biohazard bags.
5. Properly dispose of expired samples.
6. Scribe with provider.
7. Empty sharps container.
8. Maintain liquid nitrogen tank.
9. Scrub surgical tools.
10. Medication inventory.
11. Set up ultrasound room, sanitize ultrasound probe and assist with ultrasound.
12. Assist with procedures such as:
 - Removal of sutures and staples
 - EKG's and EMG's
 - Non stress tests
 - Administer catheters and IV's as needed
 - Administer concussion questionnaire
 - Prepare rooms and/or assist with surgical procedures
 - Administer injections (SQ, IM, Subdermal, 2 Track as trained)

Miscellaneous Duties Assigned per Office Manager/Administrator:

1. _____
2. _____
3. _____
4. _____

Sign: _____

Date _____