

INSERT LOGO

Job Description: Medical Assistant

Name:

Reports to: Office Manager

Date:

Weekly Schedule: Monday-Friday: 8am to 5pm – 1 hour lunch

PURPOSE AND OVERVIEW

Medical Assistants work in healthcare facilities to perform administrative and clinical duties to support medical staff. They work closely with other healthcare professionals to communicate with patients and maintain patient confidentiality.

Their job is to restock supplies in examination rooms, take before and after photos, change bandages, remove stitches, and perform physical examinations. They may also be responsible for accepting payment from patients and coordinating prescription refills for patients to pick up at their local pharmacy.

PRIMARY RESPONSIBILITIES

- Maintain daily patient records
- Room set up and cleaning
- Assist RN Injectors and laser procedures as directed
- Follow up surgical appointments
- Update and file charts
- RX log maintenance
- Floater as needed in the medspa
- Stock supplies necessary for services in each area
- Patient liaison, vitals, rooming and escort upon completion
- Inventory receiving, stocking, counting, and ordering
- Various administrative and patient care duties as directed

MEDICAL ASSISTANT MEDSPA

INSERT LOGO

Direct Report: _____

Team Member Name: _____

Team Member Signature: _____

Mentor Buddy: _____

Date: _____

Start Date: _____

Weekly Schedule: _____

30 Day review (Date/Time): _____

60 Day review (Date/Time): _____

90 Day review (Date/Time): _____