

JOB SUMMARY:

Facilitates all areas of allergy to include testing, treatment, training and counseling. Ensure open communication with Director and Team Leader.

RESPONSIBILITIES:

- Maintain patient files in HIPPA compliant manner.
- Medical record documentation and scanning.
- Mix and remix testing/treatment boards as required.
- Perform pre-testing instructions and counseling.
- Perform allergy testing to include: Skin prick testing, and intradermal dilution testing.
- Formulate and mix appropriate immunotherapy treatment vials for patients.
- Administer injections to patients on a scheduled basis.
- Have a solid understanding and exhibit proficiency, in a sterile technique.
- Have a solid understanding of dosage calculations and adjustments.
- Perform pulmonary function testing and Broncho dilator treatment.
- Assure efficient scheduling of allergy patients.
- Perform counseling for patients beginning immunotherapy and transitioning to
 - out-patient.
- Contact patients by telephone, e-mail or letter when non-compliant with injections or follow-up visits.
- Act as liaison with other staff members and allergy department.
- Perform phlebotomy duties
- Recognizes and responds to emergency situations as appropriate.
- Assist team leader in training new employees.
- Other duties as assigned.

SKILLS:

- Proficient skills in computer programs.
- Skills in using a calculator.
- Prioritize multiple tasks at one time.
- Communicate well with both patients and coworkers.
- Read, write and organize well.
- Be detailed oriented.
- Ability to think creatively/problem solve to help determine the cause of unusual allergic reactions.
- Be responsible and compassionate.

EXPERIENCE:

Minimum of one-year allergy experience or a current certificate as a CNA, CMA or Phlebotomy certified.