

**Position Summary:**

Actively participates as a member of a Patient Care Team under the direct supervision of the Team Lead coordinating patient care following established standards and practices. Educates patients about procedures, medications, and physician instructions. Functions as the primary support person for the physician and serves as the liaison between patients, Physician, other practice departments, and other health care providing entities.

**Responsibilities:**

1. Actively participates as a Care Team member in proactively assessing, communicating, and coordinating the needs of patients as may be identified by consultation with other Care Team members under the direct supervision of the Team Lead.
2. Facilitates effective patient flow throughout clinic: calls patient back to the exam room in an orderly and timely manner to enhance physician efficiency; prepares patients and all equipment necessary for procedures or exams transports and/or directs patients to appropriate ancillary departments within the building.
3. Assists physicians with patient exams and procedures, including but not limited to injections, earwax removal, wound care, suture removals, throat cultures, and other clinical procedures.
4. Ensures written care plans, including self-management goals, patient visit summaries, and other physician-patient agreements are provided.
5. Completes accurate documentation of informed consent with patients for procedures and surgeries as needed.

**Knowledge, Skills, Abilities:**

- Working knowledge of medical terminology.
- Working knowledge of current OSHA and blood borne pathogen regulations.
- Ability to work under pressure, meet deadlines, and manage several tasks simultaneously.
- Ability to establish and maintain effective working relationships with employees, physicians, and providers.
- Ability to maintain professional behavior and promote a positive image of the practice