

Medical Assistant

UT Physicians: Pediatric Surgery Clinic

The UT Physicians Pediatric Surgery clinic has an opportunity available for a Medical Assistant

PURPOSE:

Responsible for the basic coordination and facilitation of clinical operations. Responsible for assisting patients into examination room and to perform vital signs, take patient's history for all physicians and maintain clinical area to meet all regulations and requirements.

JOB DUTIES:

- Assists patients into exam rooms, takes brief history and vital signs as directed.
- Cleans, maintains and stocks exam rooms after every patient encounter.
- Assists with scheduling appointments, tests, process test results, assist with patient calls regarding prescription refills, test results and physician orders.
- Keeps patients and families informed of delays and progress of clinic appointments.
- Stocks and orders all clinic and medical supplies.
- Maintain clinical instruments and equipment.
- Orders all forms necessary in the clinical area (e.g. prescription pads, patient education materials and patient instruction forms).
- Maintains file of patient education materials and distributes as necessary.
- Prepares and maintains patient clinical and medical records.
- Maintains a record of all physician meetings.
- Sets up and assists physicians with minor procedures.
- Documents and reports medication changes, labs and x-ray reports.
- Assists in coverage at the front desk as needed, including answering of telephones.
- Assists with Medical Records as needed.
- Checks and files dictation from transcription service.
- Maintains and ensures compliance with OSHA regulations.



MINIMUM QUALIFICATIONS:

Medical office experience, knowledge of medical legal principles and medical ethics and knowledge of medical terminology and coding. Computer word processing skills required.

High school diploma or general education degree (GED). Medical Assistant Certification and CPR Certification is preferred. Must be able to speak Spanish fluently.

To apply please send resume or call:

Jenifer Scallan
Phone: (832) 325-7323
Fax: (713) 512-2221
jenifer.scallan@uth.tmc.edu

To learn more about our department: utsurg.uth.tmc.edu/pedisurgery

UT Physicians is an Equal Opportunity Employer:
M/F/D/V (minority/female/disabled/veteran).