

TITLE: CLINICAL TEAM ASSOCIATEDATE: 2/18 NEW/REVISED: NEW SUPERSEDES: \_\_\_\_\_ CODE: 7120 GRADE 90SUPERVISED BY: Manager or designee**POSITION SUMMARY:**

Under general direction from Manager or designee assists providers during exams. Performs a variety of clinical tasks in support of patient care in out-patient clinics including a variety of technical, procedural and information systems tasks involving patient care functions affecting the comfort, care and safety of patients.

**SUPERVISION AND DIRECTION EXERCISED:**

May train, and coordinate activities of peers or support staff.

**MACHINES AND EQUIPMENT USED:**

Standard office equipment including computer, calculator, telephone, facsimile. Uses electronic medical record system. May set up, operate and make adjustments to various medical machines and equipment, such as but not limited to: autoclave cleaning equipment, accu-easy, telemetry, dynamap, pulse oximeter, blood other specimen collection materials, electrocardiograph equipment and a variety of surgical/specialty instrumentation.

**TYPICAL DUTIES**

1. Collects and transcribes patient data (history, condition, care plan, procedures, consultation, prescriptions and orders, etc.) in electronic medical record following established protocol.
2. Coordinates patient flow in/out of exam rooms. Escorts patients from waiting area to exam areas; answers patient questions and assists with clinic visit.
3. Ensures that clinic exam rooms are clean, orderly and well-stocked (forms, supplies, etc.). Serve as a liaison between physicians, patients, and schedulers to facilitate patient care.
4. Answers telephones in a professional manner relaying messages appropriately and following up as appropriate.
5. May attach patients to diagnostic and medical equipment (as stated above).
6. Checks and calibrates equipment according to equipment protocol. Sets up and maintains sterile field as required; preps instrument tray procedure. Sterilizes instruments and equipment following established protocol.
7. Assists with patient scheduling and registration; orients new staff and other administrative duties as assigned.

**QUALIFICATIONS:**

High School diploma or equivalent plus three years of experience in a patient care setting; or an equivalent combination of education and experience. Associates degree preferred. Knowledge of medical terminology, procedures and computer experience is preferred.

**NOTE:** This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as required.

APPROVED BY: \_\_\_\_\_

*Patricia Feala*

DATE: \_\_\_\_\_

*3/21/18*