

OIL VALLEY MEDICAL GROUP

JOB POSITION DESCRIPTION

POSITION TITLE: Registered Nurse, Licensed Practical Nurse, Medical Assistant, Float Nurse

POSITION SUPERVISORS: Daily Supervisor - Office Manager
Overall Supervisor - Practice Manager

POSITION SUMMARY:

Works directly with the physician in assigned clinic medical office, in supervised and unsupervised situations. Assist the physician with medical exams and minor surgical procedures. Monitor all paperwork involving patient medical record. Monitor patient medications distributed under physician supervision. Administer injections as directed by the physician. Provide continuing patient care in the medical office in a friendly and consistent manner. Triage all patient phone calls in the necessary manner according to policy and procedure.

The following duties as assigned by the Office Manager according to the staff members credentials.

1. Greet the patient, escort the patient to the exam room, take vital signs, obtain personal medical history and obtain any other information necessary for the care of the patient. Record all information in the patient's medical record.
2. Assist the physician with examinations and minor surgery (i.e. PAP test, physicals, ear exams, suturing and suture removal, etc.). Assist the physician in the preparation of lab forms, x-ray request forms, physical exam forms and any other forms necessary for continuing patient care, in or out of the medical office.
3. Perform all testing in the medical office as ordered by the physician (i.e. pulse ox, EKG, hearing screen, etc).
4. All in office lab work needed for patient evaluation. Help patient with all of the necessary paperwork required by the hospital to get the procedure done at the hospital when ordered by the physician. Obtain all necessary pre-certification information for the patient.
5. Administer all injections as ordered and directed by the physician. Record all children's immunization in the patient's medical record by name, date, lot number, site, obtain parent signature and initial when completed.
6. Ordering, restocking and the security of the complete pharmaceutical inventory for the medical office. Maintaining the necessary logs for temperature control for all pharmaceuticals stored in the refrigerator on a daily basis. Maintaining current expiration dates, dispose of all outdated pharmaceutical, maintain logs of pharmaceuticals distributed, recording of all pharmaceuticals dispensed to patient in the patient's medical record.
7. Clean and sterilize instruments, and any other materials needed for the practice of medicine in the medical office.
8. Maintain stock medications and dispensing of these medications under the direction of the physician. Keep these medications in a clean and neat manner in the designated locked area within the medical office.

9. Ordering all of the necessary medical supplies needed for patient care for the medical office as required by the physician. Keep examination room stocked with medical supplies and necessary paperwork.
10. Call prescriptions to the pharmacy and record them in the patient's medical record for the physician.
11. Maintain a clean, neat work area for nursing, patient examination rooms, and all other area of the medical office. Disposition of all soiled linen, utensils and used medical supplies appropriately once the patient leaves the examination area.
12. Using proper telephone triage handle all telephone calls from patients, as directed by the receptionist, regarding treatment or interpretation of symptoms, to determine the following:
 - a. If symptoms are of an urgent nature.
 - b. If the patient should call 911.
 - c. If the patient should go directly to the nearest Emergency Room
 - d. If the physician is to be notified immediately.
 - e. If an appointment in the medical office needs to be for that day or another day.
13. Make necessary phone calls to patients and or their appropriate family member, as directed by the physician, following up on medical reports received from the hospital or consulting physicians.
14. Maintaining the patient's medical record in a proper and orderly manner.
15. Helping to maintain the general office, kitchen, restrooms, storage area, in a clean and neat manner. Help in emptying all garbage and taking care of all biohazard material in the proper manner at the end of the day.
16. Keep up with all OSHA rules and regulations.
17. Performs other responsibilities and duties in the medical as requested by the Physician and Practice Manager.
18. Work as a team with all other staff members to make patient care in the medical office as uneventful as possible.