

STAMFORD HEALTH SYSTEM

JOB DESCRIPTION

TITLE Medical Assistant
DEPARTMENT Cardiology-GMG
REPORTS TO Cardiovascular Service Line
EDIT DATE 05/24/2013

<i>For Human Resource use only</i> SALARY RANGE JOB # FLSA EEO AAP
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JOB SUMMARY:

Contributes to the nursing process by performing quality patient care and non-patient care activities as directed by the Physician, Nurse Practitioner, or Registered Nurse, in accordance with State and Federal guidelines.

MAJOR ACCOUNTABILITIES/CRITICAL RESPONSIBILITIES:

1. Provides delegated care appropriate to the patient population of the Stamford Hospital Cardiac Testing Center at Greenwich.
2. Will assist with diagnostic cardiac testing including patient set up and monitoring for cardiac stress tests, holter and blood pressure monitoring.
3. Applies principles of aseptic technique and infection control to patient care activities.
4. Obtains patient history and vital signs.
5. Documents all activities according to defined guidelines.
6. Prepares and maintain examination and treatment areas.
7. Participates and supports performance improvement and risk management
8. Applies computer skills to support office operations related to Meditech Community Wide Scheduling, Meditech ITS and Medistar billing programs.
9. Follows direction and responds effectively to verbal and written communication.

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QUALIFICATIONS/REQUIREMENTS:

Performs other related duties as assigned or requested in order to maintain a high level of service.
Completes required continuous training and education, including department specific requirements.
Demonstrates professional work behavior by following Service Standards and Success factors. Complies with departmental organizational policies and procedures and adheres to external agency requirements.

- ◆ Minimum of High School diploma, GED or equivalent
- ◆ Graduate of a CAAHEP or ABHES accredited medical assistant program with certification eligible preferred
- ◆ Prior experience in a healthcare setting is required and prior experience in Cardiology preferred..
- ◆ Effective communication skills, both verbal and written English proficiency required
- ◆ Computer skills required

PATIENT POPULATION SERVED:

- ◆ Adolescence (13-17 years)
- ◆ Adult (18-64 years)
- ◆ Geriatric (65 plus years)

MANUAL SKILLS:

Significant portions of daily assignments involve application of manual skills requiring motor coordination in combination with finger dexterity (e.g. typing, equipment operation and administration of basic patient care).

PHYSICAL EFFORT:

Mobility is necessary to provide quality patient care. Manual dexterity is used to assist patients with activity of daily living, operate equipment and perform assigned treatments. Physical effort is required to assist patients with transfer and ambulation, which may involve lifting, pushing and pulling patients. Hearing within normal range is necessary to safely provide patient care.

PHYSICAL ENVIRONMENT:

Regular exposure to blood / bodily fluids, chemicals and equipment used in the treatment of patients. Majority of daily assignments involve occupational risks such as cuts, sharps puncture, exposure to toxic chemicals, injuries from fall or back injury sustained while moving, lifting or positioning patients, equipment or materials

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