



Fiat Family Medicine

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Suite 201
Carmel, IN 46032
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Job Description and Duties for Medical Assistant

Highlights/Overview

- Part Time
- Hours: 8:00am - 4:00pm Monday, Wednesday, Friday
- Consistent days/hours, no evenings or weekends, no hospital-style bureaucracy, and direct interaction with the physician
- Physician-owned practice
- Location: 13590-B North Meridian Street Suite 201 Carmel IN 46032
- Daily tasks include, but are not limited to, clinical inbox management, scheduling and administrative tasks, rooming/vitals, injections, phlebotomy, and cleaning.

Description

Under the supervision of the designated supervisor(s), performs duties associated with direct patient care in accordance with the organization standards. Assures completeness of ordered procedures and treatments, assures smooth patient flow, performs general lab work/phlebotomy, instructs patients concerning procedures, treatments and needs, and ensures medical orders and referrals are carried out accurately and in a timely manner. Performs registration and scheduling activities. Maintains EMR files and performs general front office functions as needed. May perform computerized physician order entry, only if directed by the assigned physician/provider.

Requirements & Qualifications

- High school diploma or equivalent required.
- Graduation from a Medical Assistant Program required.
- Current Certification in Medical Assisting required (may be from American Association of Medical Assistants (CMA), American Medical Technologists (RMA), National Health Career Association (CCMA), National Center for Competency Testing (NCMA), and/or American Medical Certification Association (CMAC).
- Knowledge of OSHA, CLIA, and ADA required.
- Knowledge of ICD-10 and CPT coding required.
- Knowledge of standard laboratory and medical procedures.
- Knowledge of insurance plans, third-party payers, and prior authorizations processes.
- Ability to master standard clinical competencies per current clinical policies, including point-of-care and skills competency checklists, as desired by organization.
- Basic math skills, accurate data collection and entry skills required.
- Demonstration of commitment to high-quality customer service is highly valuable.

Highlights of Duties and Expectations

- Checking in / registering patients
- Rooming patients, checking vitals, performing general intake assessment
- Phlebotomy / lab draws
- Injections
- Point of care testing
- Some in-office procedures
- Triton Laser Hair Removal (if needed)
- Office and exam room cleaning, taking out trash
- Prior authorizations for tests and medications
- Administrative tasks such as scanning, shredding and data entry
- Answering the phone, handling patient messages

Pay

- Varies by level of experience and competency