



## Transformational Medicine

### Job Description: Medical Assistant

#### **Communication is Essential.**

Primary Duty is to assist Dr. Saber & Dr. Takeuchi

Take Patient Vitals upon arrival, collect urine samples if needed.

Prepare prescription sheets for doctors to sign, then fax to appropriate pharmacy.

Track all faxed prescriptions on prescription log sheet.

Check patient charts for any note's doctors need to complete and place appropriately.

Check all tasks log in Optimantra for upcoming labs and or scheduled appointments.

Prepare red charts for the coming week with correct bill and procedure codes.

Send Wellevate recommendations on Return Office paperwork for appropriate doctor.

Give Injections and check urinalysis dipstick when appropriate.

Respond to ALL emails regarding prescription questions and Lab questions.

Prepare Lab Requisitions, prepare tubes and perform phlebotomy collection for labs.

Maintain IV room presence, prep room as needed.

Empty trash in Lab Room.

Inventory IV equipment and medical supply ordering.

Check daily for any pending labs (Evexia, Dutch, LabGen, LabCorp, Sonora Quest)

Check any charts on MA side for any tasks for Doctors and RN.

Correlated IV schedule with daily schedule for doctors and nurse. Prepare charts.

When necessary assist with answering phones, taking messages and scheduling.

Other necessary assistance when required.

Inventory kits in office and assure we have correct paperwork.

Receive incoming Medical Supplies (FedEx, UPS)

*\$16.<sup>00</sup> w/raise after 90 days*