



**NORTH IDAHO
EYE INSTITUTE**

Pre-Surgery Medical Assistant

Department: PSC

Reports to: ASC Manager

FLSA Status: Non-Exempt /Hourly

Revision Date: August 31, 2020

Summary:

This position ensures the delivery of proper care to surgical patients before surgery. Responsibilities include preparing the patient for surgery via interview in-person or over the phone. A compassionate personality with strong verbal power and multi-tasking ability is a must.

Minimum qualifications:

- High school diploma or GED equivalent required
- Certified Medical Assistant
- 3 years medical office experience preferred

Knowledge, Skills, and Abilities Required:

- Medical terminology
- Ability to provide excellent patient care
- Must have strong organizational and communication skills (both verbal and written)
- Ability to multitask in a fast-paced environment and prioritize tasks based on importance
- Must have basic computer skills, including familiarity with Microsoft Office applications; i.e. Word, Excel, OneDrive, and Outlook
- Self-motivated with the ability to work well as a team player
- Detail-oriented with excellent time-management skills

Duties and Responsibilities:

1. Creation and daily upkeep of nurse call list from Nextech/MDI.
2. Assist nurse with pre-op chart checks and phone calls, as needed.
3. Fax medical clearance requests.
4. Scan received documents to MDI.
5. Assist PSC field incoming phone calls.
6. Assist PSC with surgical chart creation; medication lists for lasers, create demographic sheet, print anesthesia billing sheets from Nextech.
7. Build informative folders for patients.
8. PSC lens ordering.
9. Ensure pre-surgery protocols, tests, and documentation are performed.
10. Coordinate with billing department, medical records, technician team, and ASC.
11. Performs other duties that may be assigned.

Safety:

North Idaho Eye Institute enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions and providing feedback to supervisors and management on all safety issues.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third of the time up to 25 – 40 pounds. Rarely is there a need to lift more than 41 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work is typically performed in an interior clinical office setting. Workflow may be demanding and chaotic at times requiring the need for multitasking. Exposed to patient population that can present a variety of contagious diseases, physical injuries and emotional states of mind.

Acknowledgement:

I have received, read and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature

Date

Employee Name – Please Print