

**Dermatology Associates of Coastal Carolina**  
**2115 Neuse Blvd. New Bern NC 28560**

JOB TITLE: **Medical Assistant**

JOB SUMMARY: Assist Physician or Physician Assistant with Clinic related patient care.

PHYSICAL DEMANDS: Requires prolonged standing and walking. Requires bending, stooping, stretching and lifting up to 50 pounds. Work is primarily in the back medical area and involves direct contact with patients.

DUTIES:

Assist with treatments and procedures under the supervision of a Physician or a Physician Assistant.

Specific Tasks:

Documents patient complaints and medical history in EMA. Prepares patients for exams, procedures and surgery. Directly assists the Physician/PA with patient care including examinations, procedures and surgery. Provides patient education and instruction. Responsible for making referrals to other facilities and physicians. Responsible for calling patients regarding pathology results, lab results, physician instructions, follow up appointments, referrals, etc as directed by provider. Responsible for completing prior authorization and pre-certification requirements for prescription medications. Call approved prescriptions to various pharmacies to include any necessary insurance company authorization requirements. Responsible for cleanliness of immediate work area and sterilization of instruments. Responsible for maintenance, stocking and cleanliness of various specialty areas and equipment (autoclave room), exam rooms, surgery rooms, nursing and physician station and medical supply area. Responsible for maintaining supplies in specific work areas. Participates in the training of other clinic staff as needed. Presents a professional attitude that creates a positive first impression of the clinic as well as promotes compassion and a strong respect for patient dignity.

General Requirements:

Maintains patient confidentiality in and out of work.  
Refers all problems or complaints directly to the Clinic Manager.