

Medical Technician

Position Summary

Perform certain clinical duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination.

Qualifications

- CPR certified
- REQUIRED 2+ years' experience as a Medical Technician in the field of medicine.
- Surgical tech experience helpful
- Work Experience with Dermatology and / or Plastic Surgery is a plus, as well as EMR.
- Understands proper way to educate clients, assess learning response.
- Ability to assess client and identify medical needs/concerns and the ability to communicate this to supervisory MD or NP provider.
- Ability to triage patients.
- Knowledge and ability to remove sutures, drains, dressings with thorough physical assessment skills.
- Training in basic clinical/medical procedures.
- Basic computer operating knowledge-Microsoft word and Excel.
- Basic knowledge of working with camera/downloading information into computer.
- Ability to work with and maintain confidential patient information.
- Ability to communicate effectively with all levels of staff, patients, and clients.
- Ability to follow precise direction, instructions, and system protocols.
- Ability to provide friendly, timely service to all patients and/or clients with questions or concerns.
- Ability to take direction and follow through on assignments and responsibilities.

Duties and Responsibilities

- Assist physician, NP and RN in seeing post-op, follow-up, and new patients.
- Remove sutures, change dressings, remove JP drains, remove staples.
- Take new patient photos and enter demographics into database.
- Ability to use Nextech for making and checking on appointments, adding notes and understanding of all Nextech functioning.
- Return patient phone calls with answers to inquiries for any reason or triage to RN.
- Full understanding of all injectables and ability to teach clients about these products.
- Organize supplies. Keep record of injection log book.
- Ordering supplies, medical supplies, injections.
- Record patients' medical history, vital statistics, and information.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical history, reason for visit.
- Show patients to examination rooms and prepare them for the physician.
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Perform general office duties, such as answering telephones, completing insurance forms, assisting patient with forms and consents
- Record lab results in patient records.
- Greet and log in patients arriving at office or clinic.
- Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
- Contact medical facilities or departments to schedule patients for tests or admission.

Clean and sterilize instruments during clinical day along with other team members. Clean rooms at end of clinical day as needed with other team members. Launder robes and garments as needed for Clinic.