



Job Title: Patient Care Assistant

Date Created: 2016

Reports To: Clinical Supervisor

Last Revision: 2022

Department: Clinical

FLSA: Non-Exempt

GENERAL SUMMARY OF DUTIES: The Patient Care Assistant assists the physicians and clinical staff to ensure a timely and efficient patient flow while providing outstanding patient care and customer service.

THIS IS AN ENTRY LEVEL POSITION THAT WILL PROVIDE AN ONSITE TRAINING PROGRAM TO BECOME AN ORTHOPEDIC TECHNICIAN.

ESSENTIAL FUNCTIONS

- Assures patient flow throughout the office
- Greets patients and escorts them from waiting area to X Ray or exam room
- Assist with patient vitals
- Entering patient information into EMR
- Other duties as assigned – i.e. opening, closing, stocking, cleaning equipment

EDUCATION

High school diploma required.

EXPERIENCE

Prefer minimum of 1 year work experience in a health care facility setting.

ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in a medical practice environment. Involves frequent contact with staff and the public. Work may be stressful at times. Contact may involve dealing with angry or upset people. Exposure to bodily fluids is possible.

PHYSICAL/MENTAL DEMANDS

Work requires hand dexterity, stooping, bending, and sitting. Employee must possess visuals and auditory acuity in order to communicate with physicians, co-workers, patients and outside customers.

Employee Print

Date

Employee Signature

Date