

Team Member

Shift

Day Job



Shift Details

Employee will need to "close" on a daily basis. Saturdays is a must.

Job Description

External Description

Description - External

1. Performs practice specific technical procedures based on specialty area.
2. Performs technical procedures under the supervision of a clinical professional, as required.
3. May prepare patient for examination.
 - Explains procedure/test/exercise/examination in easy-to-understand terms based on professional knowledge.
 - Sets-up equipment or exam room to administer procedure.
4. Monitors patient condition.
 - Directly observes patient during procedure/test/exercise/examination.
 - Recognizes and promptly reports to the physician changes in the patient ' s condition and/or motor abnormality complaints by the patient.
5. May maintain medical records. Logs and documents procedures, tests, exercises and examinations performed, as required.
6. May maintain supply inventory for assigned area.
 - Checks completeness of purchase order requisitions.
 - Reviews stock levels, storage locations and utilization of film inventories, medical and surgical supplies.
 - Receives and stocks supplies.
7. Performs related duties, as required.

Qualifications - External

- High School Diploma or equivalent, required.
- Previous patient relation experience, required.
- Previous general office experience, required.
- Previous physician practice experience, preferred.
- Ability to communicate effectively.

Internal Description

Description - Internal

Applicants should be willing to work 25+ hours, Saturday is a must. Position is for the Bayside location.

Qualifications - Internal

Prior medical office setting experience is required.