



Medical Assistant II / Medical Scribe (Full-Time)
Layton Clinic
Layton, UT

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Job Description

A Medical Assistant II/Medical Scribe assisting Physicians and other licensed providers to provide quality patient care efficiently and cost effectively, facilitates patient flow and ensure an accurate and complete medical record for each patient efficiently and cost effectively. The Medical Assistant II/Scribe functions under the clinic manager and providers within the clinical setting.

Job Essentials

Medical Assistant II:

- Performs basic clerical and office duties, including:
 - Assembles necessary documents and supplies.
 - Schedules, coordinates and monitors appointments, inpatient/outpatient admissions, tests and treatments/procedures.
 - Maintains inventory of supplies, ordering and restocking as needed to ensure availability for patient care.
 - Accurately documents patient history, physical and vital information into the medical record.
- Performs clinical functions within acceptable standards of care including:
 - Prioritizes and screens patient needs, identified through phone, electronic and walk-in communication, in accordance with established guidelines and protocols.
 - Recognizes and appropriately responds to emergency situations.
 - Prepares and maintain examination and treatment areas.
 - Performs complete intake process as specified by physician or other providers (chief complaint, history, vital signs, height, weight, OFC, care process model data, etc.).
 - Administers screening tests to patients (i.e. visual tests, audiology, spirometry, EKGs, etc.) within practice type.
 - Assists provider with examinations, procedures, treatments and interventions.
 - Provides patient education as directed (content reflects specific MA training, guidelines, care process models, protocols).
 - Reports significant changes in patient condition or other pertinent patient information to the Physician.
 - Following provider instructions, demonstrates accurate, timely and efficient follow through with pharmacy refills, scheduling out of clinic procedures, obtaining, reporting and tracking of lab results, leaving phone messages and distributing faxes.

Medical Scribe:

- Accurately and thoroughly documents medical visit and procedures as they are being performed by the physician, including but not limited to:
 - Patient medical history and physical exam,

- Procedures and treatments performed by healthcare professionals, including nurses and physician assistants.
- Patient education and explanations of risks and benefits.
- Physician-dictated diagnoses, prescriptions and instructions for patient or family members for self-care and follow-up
- Actively participates in quality improvement initiatives (i.e. CQI, TQM, Lean, 100% participation, etc.).
- Maintains medical records and other information.
- Under the direction of the provider, assigns procedural and diagnostic coding to encounter forms.
- Conducts pre-authorizations, referrals, etc. in accordance with third party insurer requirements.
- Facilitates timely billing by completing the necessary documentation

Minimum Qualifications

- Current Basic Life Support Certification (BLS) for healthcare providers.
- Successful completion of an accredited Medical Assistant program or one with which Intermountain Healthcare has a valid affiliation agreement, or 3 years of Medical Assistant experience in an outpatient clinic or other healthcare setting.

Preferred Qualifications:

- **Highly Preferred: Medical Scribe Experience**
- Satisfactorily completes applicable competency assessments/skills checklists within 90 days of hire/transfer into
- Medical Assistant job.
- Current national MA certification from one of the following national MA certifications/registrations:
Registered
- Medical Assistant (RMA) of AMT, National Certified Medical Assistant (NCMA), Certified Clinical Medical Assistant (CCMA), or Certified Medical Assistant (CMA) of the AAMA.
- Experience in an outpatient clinic or other healthcare setting.
- Successful completion of a Medical Assistant internship.
- 6 months of Medical Scribe experience or related training.

Physical Requirements:

- Ongoing need for employee to see and read information, labels, assess patient needs, operate monitors, identify equipment and supplies.
- Frequent interactions with patient care providers, patients, and visitors that require employee to verbally communicate as well as hear and understand spoken information, alarms, needs, and issues quickly and accurately, particularly during emergency situations.
- Manual dexterity of hands and fingers to manipulate complex and delicate equipment with precision and accuracy. This includes frequent computer use and typing for documenting patient care, accessing needed information, medication preparation, etc.
- Expected to lift and utilize full range of movement to transfer patients. Will also bend to retrieve, lift, and carry supplies and equipment. Typically includes items of varying weights, up to and including heavy items.
- Need to walk and assist with transporting/ambulating patients and obtaining and distributing supplies and equipment. This includes pushing/pulling gurneys and portable equipment, including heavy items. Often required to navigate crowded and busy rooms (full of equipment, power cords on the floor, etc).
- May be expected to stand in a stationary position for an extended period of time.

Location: Layton Clinic

Work City: Layton

Work State: Utah

Scheduled Weekly Hours: 40

About Us

Being a part of Intermountain Healthcare means joining a world-class team of over 38,000 employees and caregivers while embarking on a career filled with opportunities, strength, innovation, and fulfillment. Our mission is: Helping people live the healthiest lives possible.

Our patients deserve the best in healthcare, and we deliver.

To find out more about us, head to our career site [here](#).

ADA Statement:

Intermountain Healthcare strives to make the application process accessible to all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact 1-800-843-7820 or email recruitment@imail.org. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

Equal Opportunity Employer

Intermountain Healthcare is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

The primary intent of this job description is to set a fair and equitable rate of pay for this classification. Only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties may be assigned by the supervisor.

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or protected veteran status. Women, minorities, individuals with disabilities, and veterans are encouraged to apply.

Thanks for your interest in continuing your career with our team!