



## Job Description

### PROVIDER ASSISTANT

**Purpose:** The purpose of this position is to be the “go to person” assisting the providers at each clinic.

**Responsible To:** Clinic Coordinator

**Time Commitment:** A minimum of 4 hours at each clinic. Morning clinic must be able to arrive not later than 8:30 am and afternoon clinic arrival not later than 12:30 pm.

**Licenses/Certifications or Skills:** none

**Special Considerations:** Must be 18 years of age or older

#### Responsibilities:

- A person in this position doesn't have to be a Christ follower, but must adhere to the philosophy of the clinic that our goal is to bring those around us to a personal relationship in the Christ of hope.
- Prior to rooming patient, whenever possible, check in the chart to see if lab work had been requested in previous visit, and if so...has it been filed/attached to the chart for review. If not, notify RN Coordinator to call Salem Hospital and have it faxed to clinic.
- Move patients through the system of the clinic:
  - Room the patient for the Provider
  - Go into the room with Provider/patient ONLY if requested by the Provider
  - Take patient to next stop as indicated by Provider or cover sheet highlight
    - Waiting Room (if all next areas are busy)
    - Med Assist
    - Project Access
    - Dietitian
    - Prayer
  - If there is a Dispensary med order, take to dispensary after taking patient back to waiting room and filled Rx back to Provider
- Clean room between patients
  - Sanitize
  - Change paper on exam tables, etc.
- Check patient chart to make sure the coversheet is checked when completed with Provider
- Check with Med Assist to see if there are any orders needing signing by Provider
- Run interference between other areas of the clinic and Provider as needed