



JOB DESCRIPTION

Medical Assistant - Allergy

DEPARTMENT: Nursing

SUPERVISION RECEIVED: Reports to Nursing Supervisor / Director of Clinical Services / Physician

SUPERVISION EXERCISED: None

JOB SUMMARY: Responsible for assisting physician with patient care by controlling allergy shot patient flow, obtaining and documenting necessary history and vital signs, performing assigned procedures, and providing patient education.

ESSENTIAL FUNCTIONS:

- Greets patients and prepares syringes for injection administration.
- Provides general care to patients. Administers prescribed medications and treatments, specifically allergy/immunotherapy injections.
- Maintains immunotherapy room with necessary supplies and materials. Ensures cleanliness.
- Observes, records and reports patients' vitals and reactions to treatments.
- Assesses patient needs and suggests solutions to patient care problems.
- Maintains accurate patient records.
- Assures patient stays for required observation time after injection(s).
- Reacts appropriately in patient reaction situations; informs physician and/or other clinical staff as necessary to mitigate adverse reactions.
- Learn and perform immunotherapy vial mixing procedures.
- Responsible for reporting improperly operating medical equipment and instruments to supervisor.
- Responsible for following OSHA regulations.
- Maintains patient, employee and clinic confidentiality.

REQUIREMENTS & PREFERNCES:

- Medical Assistant education; certification preferred
- CPR certification required (or willingness to obtain)
- Clinical experience in allergy preferred, but not required
- Strong organizational and communication skills required
- Electronic health records experience preferred

PHYSICAL DEMANDS:

- Lifting: Average weight is 5-25 pounds for a distance up to 4 feet, occasionally.
- Bending: Occasionally.
- Ability to stand for extended periods of time, with shift lengths up to 10 hours.
- Normal vision (or corrected vision) and hearing.
- Ability to tolerate viewing on computer monitor for extended periods of time.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.