



## Job Description Patient Rooming Technician

Patient Rooming Technician is responsible for ensuring patients are politely and professionally escorted to an exam room and accomplishes all prep necessary before the provider visit.

The position will work as a team member with the MA group and sleep support, assisting in other areas as needed, to provide exceptional care to the patients of Chest Medicine Associates.

### Responsibilities include:

- Open and close exam rooms
- Keep exam rooms tidy and sanitized
- Ensure exam rooms have adequate patient care supplies
- Support physicians and physician assistants by rooming patients
- Obtain vital signs (temperature, blood pressure, pulse, oxygen saturation, etc.) and record them in the electronic health record
- Administer questionnaires to patients
- Record patients' data and medications in electronic health record
- Other related work as requested or required
- Submission of prior authorizations to third parties for sleep tests, imaging tests procedures and medications
- Follow up on denials/initiating appeals process
- Coordination of scheduling appointments/testing/procedures with patient care coordinators and sleep support as needed.
- Additional duties and assignments as assigned by management

### Minimum Qualifications:

- Experience as a patient care rooming technician is preferred, but on-the-job training will be given to select candidates
- Should be organized, efficient, and enjoy a busy, professional environment
- Committed to health and safety standards
- Basic Cardiac Life Support certification
- High school education or G.E.D. equivalent.
- Prior experience in a medical office environment required.
- Must be able to tactfully and effectively communicate with patients, family members, coworkers and providers.

### Benefits:

- Medical, dental, vision, disability and life insurance available
- Holiday pay and paid time off
- Participation in the 401(k) and Profit-Sharing Plan after eligibility