

Chest Medicine Associates

Job Description

Sleep Services Clinical Assistant

**Supervisor:** Sleep Center Clinical Manager

**Position Summary:**

Assists in providing outstanding care to patients in the outpatient sleep medicine setting. Will also have general clerical responsibilities to assist in the day-to-day operation of the sleep medicine program. The Medical Assistant for Sleep Services will work as part of a team to provide exceptional care to patients of Chest Medicine Associates.

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**Clinical Responsibilities:**

- Supports physicians and PA/NP's primarily practicing sleep medicine.
- Receives and manages incoming calls to the sleep support department.
- Screens patient communications and directs messages to physicians or advanced practice providers as appropriate.
- Communicates replies, results, and recommendations to patients from physicians or PA/NP.
- Assists in processing prescription refills under the direction of the PA/NP or physician.
- Coordinates paperwork for provision of durable medical equipment for patients.
- Assists with scheduling of office visit and testing appointments and confirms patient appointments for testing as needed.
- Assists with processing of prior authorizations for sleep studies and respiratory procedures.
- Assists with home sleep testing, including cleaning, set up, demonstration to patients, and download of data for physician review.
- Uploads test results into the electronic medical record.
- Inputs patient data in quality and tracking databases.

**General:**

- Maintains strict confidentiality.
- Presents a polite and courteous manner to the patients at all times.
- Participates in compliance of OSHA/HIPAA/OIG regulations.
- Other duties as assigned.
- Works scheduled hours as determined with one-half hour lunch break.

**Job Requirements:**

- High school education or G.E.D. equivalent. Preferred/recommended-completion of an accredited school of medical assisting program with clinical experience acquired through a MA externship; or equivalent MA clinical experience.
- Must maintain a current BCLS certificate.
- Must obtain a minimum of 10 continuing education credits per year directly related to sleep medicine

April 21, 2021

as approved by supervisor.

- Prior experience in a medical office environment preferred.
- Possess the sense of discipline to work in accordance with accepted clinical standards and maintain strict confidentiality.
- Possess the cognitive ability to understand patient's medical records, physicians' orders and medical orders to be communicated to patient and hospital staff.
- Must have excellent oral and written communication skills. Typing skills are required.
- Proficient computer skills and knowledge electronic medical record (EMR) is required.
- Must be able to tactfully and effectively communicate with patients, family members, coworkers and providers.
- Prior Sleep Medicine experience preferred.

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### **Working Environment:**

#### 1. Physical Demands:

Lifting Requirements:	100+ lbs.
Frequency of Lifting:	0-25% of the time
Pushing Requirements:	200+ lbs.

Average percent of time during regular shift devoted to:

Walking, squatting, sitting, bending, reaching: 60%  
Standing: 40%

Additional Physical Demands are:

- \* Ability to grasp with both hands; pinch with thumb or forefinger; turn with hand/arm; reach for (above shoulder height).
- \* Ability to simultaneously operate clinical equipment and read gauges.
- \* Ability to operate multi-line telephone system and computer keyboard.
- \* Ability to hold delicate instruments in a steady and firm manner.

#### 2. Visual, Hearing, Dexterity, and Mental Demands:

Vision: Adequate to perform the essential functions of the job such as identifying brachial vein for venipuncture, reading instrument gauges.

Hearing: Adequate to perform the essential functions of the job such as listening for circulatory functions through stethoscope.

Speaking: Adequate to perform the essential functions of the job such as providing patient education regarding treatment plans/regimens in person or by telephone.

Dexterity: Adequate to perform the essential functions of the job such as dressing changes; venipuncture.

Mental Demands: Adequate to perform the essential functions of the job such as converting ounces to grams, researching medications in the PDR, recording accurate patient histories.

3. Working Conditions:

- \* Position requires individual to be dressed in appropriate medical attire 100% of time; 50% of time individual will be required to wear protective equipment including surgical gloves, face mask, goggles and/or surgical gown.
- \* Position will require exposure to blood and infrequently to body fluids. Appropriate protective equipment will be provided.
- \* Exposure to hazardous materials does occur. These materials are primarily laboratory reagents and cleaning and disinfecting solutions. Proper practice procedure should be followed when handling these materials.