FCHC
HEALTH CARE FOR ALL

**Rooming Associate
Position Description**

Employee: _____   Date of Hire: _____
Positions Supervised: None   Supervisor: Director of Clinical Operations
Status: Full Time, M-F
Classification: Non-Exempt   Last Revised: 1/23/2023

Position Summary: Under the general supervision of the health care provider and Director of Clinical Operations, the Rooming Associate is responsible for general clinical and procedural patient care.

Primary Duties:

- Prepare examination rooms for patients, keeping the rooms neat and clean.
- Show patient to examination room and interviews patient to obtain an appropriate history, current medical information, chief complaint, reconcile current medications, vital signs, etc
- As directed by the provider(s) and within scope, provides health education, prepares for and independently performs intra office procedures and/or testing which may include venipuncture, administration of injections/immunizations, pulmonary function tests, ear irrigations, hot/cold packs, EKGs, breathing treatment, lab testing, dressing changes, wound cleaning, hearing and vision tests, etc.
- Documents all patient encounter information accurately and concisely using appropriate medical terminology within the electronic health record (EHR).
- Aides Provider in recognizing completion of care guidelines and metrics.
- Maintains confidentiality of all patient information and adheres to policies/safety practices as established by FCHC.
- Short staffing situations can periodically result in the rooming MA/LPN being asked to travel to another FCHC location and/or to work with another provider to meet organizational need.
- Other duties as may be assigned from time to time.

Competencies/Skills:

- Demonstrates strong oral expression and comprehension.
- Proper phone etiquette.
- Demonstrates ability to work in a team environment.
- Demonstrates ability to obtain vitals, perform all in-house testing and procedures and administration of immunizations and injections.
- Demonstrates proper sterilization and infection control practices.
- Develops and maintains skill level on appropriate computer systems including NextGen, Outlook and Microsoft Office Suite, specifically Word and Excel.
- Demonstrates understanding and importance of accurately recording patient encounter information in the appropriate fields and templates within the EHR.
- Demonstrates ability to assess patient flow and is attentive to the needs of the patient and clinician.
- Ability to manage time effectively.
- Applies professionalism to all interactions with health center patients, employees, providers, contractors and vendors.
- Demonstrates dependability through good attendance and punctuality.
- Willingness to learn, embrace change and maintain a positive attitude.

Experience, education/training and licensure:

- High school diploma or G.E.D. equivalent.

- Completion of an accredited medical assistant program minimum. Medical Assistant certification or registration.
- Graduate of an accredited school of practical nursing required. Current LPN license registered with the state board of nursing required.
- Current Basic Life Support certification.
- 1 year of experience in ambulatory primary care or related office setting.
- 1 year of Electronic Health Record (EHR) experience preferred.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS:

Must be able to push, pull and assist in lifting up to 50 lbs. May be exposed to loud noises. Must be able to stand and sit for extended periods of time, stoop, bend, reach, show manual dexterity, and clearly communicate with office personnel and external customers. May be exposed to blood and bodily fluids.

Attestation:

1. I have read the duties and responsibilities for my position as listed in this Position Description.
2. I understand what is expected of me in the performance of my duties and responsibilities.
3. I am able to perform my duties and responsibilities with/without any restrictions.

Employee	Date
Supervisor	Date
Chief Executive Officer	Date Approved

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all position within this class will perform all of the duties listed, nor does it attempt to list all possible duties that may be assigned.