

Medical Assistant

Reports to: Practice Supervisor

Required Schedule: These tasks will primarily be during the hours of the clinic's operation; however, you may encounter, unexpected urgencies and time-sensitive issues that may have to be addressed during weekdays/evenings.

Tasks include:

- Perform financial eligibility pre-visit screenings.
- Assist with Practice Fusion (EHR) in-take forms.
- Assist Provider by doing medication reconciliation and vitals.
- Prepare Patient Charts for existing patients.
- Handle Patient After-Visit Planning/Care:
 - If patient needs financial assistance for medication and diagnostic lab work, use screening tool to determine approximate % of eligibility coverage for Health Assistant Program (HAP) and Financial Assistant Program (FAP) from UVM Medical Center.
 - Submit information to provider so they to discuss financial options with patient (HAP vs. GoodRx, FAP vs. Labcore, etc.).
 - Be a liaison between FAHC and HAP at UVMCC.
 - Notify HAP of all new patient referrals.
 - Handle Referrals to 3rd parties
 - Non-FAHC providers, physical therapy, diagnostic and radiology labs.
 - Assist patient with the completion of the FAP application, if needed.
 - Coordinate with patients and other clinics to ensure all past medical records have been submitted to the FAHC.
 - Schedule follow-up appointments.
 - Discuss with patient, based on their financial eligibility status, choice of pharmacy, specific lab and diagnostic options.
- Perform all phlebotomy-related work. Assistant does not need to be a nurse, but at least, must be trained on how to perform blood draws and requires direct supervision by licensed provider until competent, and therefore needs licensed provider in the building:
 - Submit orders to LabCorp.
 - Prepare and coordinate the drop-off of FedEx shipments.
 - Manage and reorder LabCorp inventory supplies.