**Medical Assistance**

Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Duties and Responsibilities**

* Ensure patients have all medical information up to date.
* Bring patients to examination rooms.
* Record patient’s medical history, vital statistics and information in medical records while at camp.
* Prepare medical rooms for camper, keeping the rooms neat and clean
* Clean and sterilize instruments and dispose of contaminated supplies.
* Inventory and order medical, and office supplies and equipment.
* Keep financial records and perform other bookkeeping duties, such as handling credit and collections and mailing monthly statements to patients.

**Skills and Specifications**

* Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Speaking -- Talking to others to convey information effectively.
* Instructing -- Teaching others how to do something.
* Service Orientation -- Actively looking for ways to help people.
* Time Management -- Managing one's own time and the time of others.
* Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
* Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
* Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

I hereby understand the scope of my duties and skill qualification. I agree to perform all tasks herein stated. I am also aware that these responsibilities may be revised as deemed necessary.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_