



Chiropractic Medical Assistant Job Description Job Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performing Chiropractic Medical Assistant duties.
Triage patients.
Obtaining the review of symptoms.
Obtaining Vitals.
Obtain necessary pre-certifications, prior authorizations & documentation for medical treatment, prescriptions and DME.
Performing audits, reviewing for compliance and accuracy with meaningful use in a timely fashion.
Perform front desk duties including Check-in, Check-out and scheduling for all services as needed.
Performing some treatment/therapy to patients during appointment.
Must be able to take X-rays and imagings.

QUALIFICATION REQUIREMENTS:

Be able to Triage patients and take vital signs.
Healthcare background or and an understanding of medical documentation requirements.
Experience with front desk scheduling, check-in, check-out.
Strong organizational and analytical skills.
Ability to discuss audit results.
Ability to exercise initiative, use sound judgment and employ effective problem solving techniques in the decision making process.
Self-starter, self-directed, team oriented with the ability to meet deadlines.
Computer skills — word, spreadsheet (Excel).
Understanding of HIPAA and patient privacy.
Perform audits ensuring compliance and accuracy for Meaningful Use; ensure Meaningful Use documented in a timely fashion.
Strong verbal and written communication skills required.
Get information of patients' medical history and demographics from them and enter it into the clinic's file, as well as in its computer system as part of record keeping measures
Verify information provided by patients to be sure it is accurate and authentic
Process patients' payment after treatment or consultation has been completed, making billing charts available to them, and verifying payment facilities like credit cards and checks; issue receipts and put payment documents in appropriate file(s) as evidence
Make documents of patients' clinical activities available to relevant departments in the organization by scanning, faxing, or emailing it to them
Work with staff from other departments in providing excellent service to clients
Assist in organizing office events like trainings, seminars, and anniversaries, participating actively for the success of such events
Keep the office clean to ensure patients' comfort in accordance with clinic hygienic practices. This includes supervising fumigation of the environment to get rid of harmful insects and reptiles
Work with insurance firms to verify patients' claims; facilitate patients' benefits by providing their records in the clinic to the insurance agency

Explain medication procedures to patients and educate them on the need to take their drugs religiously as prescribed by the doctor for quick recovery
Facilitate collection of over the counter funds
Lead patients to the various departments in the clinic in the course of their treatment, to make it less stressful for them
Contact patients for collection of test results, including lab test and x-ray results

Keep inventory and patients' records safe and confidential
Resume work early and get the office ready for daily operations
Requirements – Skills, Abilities, and Knowledge

Strong ability to follow instructions diligently in administering medications to patients following the doctor's directive
Ability to work harmoniously with a team, and to maintain cordial relationship with other members of staff in achieving organizational goals
Excellent communication skills to confidently interact with clients by either in written or spoken means
Ability to engage in multiple tasks at a time, which is helpful in completing more assignments daily
Strong ability to work under pressure in a high paced environment
Job Type: Full-time

Job Location:
Saint Paul, MN

Required education:
Associate

Required experience:
Medical Assistant competency: 1 year
Community Clinic: 1 year