



Job Title: Floater
Department: Clinical
Reports To: Director of Clinical Services
FLSA Status: Non-exempt
Updated on: October 13, 2022

Summary:

Floaters are responsible for maintaining the highest standards of care for patients, seen within the office setting.

Essential Duties and Responsibilities

Include the following:

- Shows patients to examination rooms and prepare them for the provider
- Interview patients to verify personal information, health history including but not limited to: reason for visit, height and weight, vital signs, current medication to include dosage and frequency, allergies and alerts.
- Identifies significant changes in patient condition through data collection and reports them to the provider
- Documents in electronic medical records (EMR) accurately and appropriately
- Stock and clean exam rooms, nursing stations and injection room.
- Process hemocult cards
- Assist in providing education and information to patients
- Assist other departments as needed

Competencies

- Ability to prioritize
- Accuracy and attention to detail
- Attendance/Punctuality
- Communication/Discretion
- Ethical Conduct
- Flexibility to changing situations
- Multitask Orientation
- Stress Management/Composure
- Teamwork Orientation

Education and/or Experience

A high school diploma or equivalent. Unlicensed assistive personnel (UAP), 1 year medical experience is preferred but not required. Certified Medical Assistant/Registered Medical Assistant must maintain current certification from the certifying board of the American Association of Medical Assistants, the National Center for Competency Testing, the National Certification Medical Association, American Medical Technologists or any other recognized certifying body approved by the Board of Medical Examiners.

Computer Skills

To perform this job successfully, an individual will need to learn and be proficient with current medical software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee is required to use hands to finger, handle and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.