



## Preventive Medicine, PC

**Position:** Patient Care Assistant  
**Reports to:** Back Of House Supervisor

Job Description: Patient Care Assistant at Preventive Medicine, PC is required to uphold the highest moral and ethical standards. Respect each patient equally with no discrimination, provide quality care, perform only the services, which the patient condition requires, and acknowledge limitations of skills.

### KEY FUNCTIONS:

- Provide good care - Professionalism
- Room Management/Presentation – Workstation & Laundry
- Timeliness
- Customer Service

### BASIC FUNCTIONS:

- Arrive to work on time, prepared, properly dressed and with a positive attitude
- Assure the highest level of customer service to each patient
- Ability to guide the flow in the BOH
- Maintain open communication with co-workers and patients
- Uphold patient confidentiality to HIPPA standards
- Communicates with patients, co-workers, and doctors in a proper knowledgeable manner
- Provides quality care for patients using a professional and positive attitude
- Adheres to policy and procedure of the office
- Office presentation is maintained throughout the day
- Other duties as assigned

### ADDITIONAL FUNCTIONS:

- Participate in company training, staff meetings and departmental meetings
- Participates in office cleaning and maintenance duties
- Obtains referrals from patients to assist in the growth of the practice and develop a referral based practice

### PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS:

- Commitment to continuous customer service improvement.
- Physical stamina and ability to stand for prolonged periods of time.

### DEMONSTRATED TECHNICAL SKILLS REQUIRED:

- Ability to perform basic computer functions.

### EDUCATION AND EXPERIENCE REQUIREMENTS OR EQUIVALENCIES:

- High School Diploma
- Certified or eligible for Tech III status. (Must be certified within 12 months)