

Clinic Office Worker

Wildwood is seeking someone to assist the Clinic Manager and Medical Providers (Physicians, Physician Assistants, Nurse Practitioners) in the Outpatient Clinic in providing medical services to the Lifestyle Guests, outpatient community, and campus personnel.

General Requirements:

- Member of the Seventh-Day Adventist Church, in good and regular standing.
- Has an understanding of the medical missionary work and desires to advance that work through their time, talents, and example.
- Agrees to live by God's principles in all areas of the Christian life (health, dress, entertainment, etc.) as taught in the Principle classes at the Wildwood Institute.
- Agrees to support the mission of the institution and to abide by its policies and guidelines as stipulated in the Institution's Policy Handbook.

Education & Qualifications:

- Completion of a Health educator course
- Has a basic understanding of the use of promoted lifestyle principles, and use of non-pharmacological approaches such as herbs, teas, poultices, etc.
- Georgia RN License (not mandatory)
- Certified Medical Assistant (not mandatory)

Skills/Experience:

- Able to follow basic instructions and follow through with them
- Computer, scheduling, & organizational skills
- Must be friendly, polite, and a team player
- Speaks, read, and writes English fluently
- Current Driver's License (not mandatory)
- Reliable, dependable, neat, clean, and well groomed

Job Responsibilities:

- Prepare charts of all patients with appointments for the day.
- Anticipate and prepare equipment or supplies needed for procedures scheduled.
- Ensure exam rooms and Treatment Room is clean and stocked with linens, equipment,

dressing supplies, otoscope covers, table paper, etc. prior to appointments and prior to closing for the day.

- Answer phone calls, help callers or take messages appropriately. Document established patient phone encounters on the Electronic Medical Records system.
- Check voicemail on internal and external phone systems.
- Schedule new and follow up appointments for patients.
- Coordinate referrals with consulting medical providers. Make appointments with area hospitals or facilities for consultations and testing not available at Wildwood Clinic.
- Assume responsibility for patients upon their arrival, prior to seeing a Medical Provider.
- Assist with procedures, tests, or patient care in the exam rooms and Treatment Room as requested by a Medical Provider. This may include EKG's, blood glucose testing, ear irrigation, visual acuity exams, dressing changes, measurement of peak expiratory flow, pulse oximetry, and other vital signs.
- Ensure confidentiality and proper handling of charts, forms, reports, patient instructions, requisitions, and correspondence in accordance with HIPAA confidentiality protocol.
- Observe infection control policies and procedures in care of instruments and equipment.
- May be required to assist the Medical Providers with patients in the Treatment Room during emergencies after hours or when the clinic is closed.
- Be available at the clinic during working hours or when on call.

Physical Demands:

Both office work while sitting at a desk, as well as standing and/or walking in the Lifestyle Center & Clinic

Other Responsibilities:

There are many departments that work together to provide the services that are offered at the Wildwood Lifestyle Center. When needed, workers may be asked to help out in another department (housekeeping, kitchen, switchboard, transportation, etc.)