

DIVISION SCOPE OF SERVICE

Division: SOUTH ATLANTIC
Classification: MEDICAL ASSISTANT
Applicant Name:
<p>Medical Assistant: The Medical Assistant must have equivalent qualifications and competence as employed individuals performing the same or similar services at the facility.</p>
<p>Definition of Care or Service: Assists physicians with use of the facility specific medical record and surgical procedures. Scope of Service may include:</p> <ul style="list-style-type: none"> • Assists the physician or licensed independent practitioner with procedures per MD • Assists the physician or licensed independent practitioner in navigating the facility specific medical record for the location of patient information • Maintains and secures patient data and records • Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians
<p>Setting(s):</p> <ul style="list-style-type: none"> • Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices
<p>Supervision:</p> <ul style="list-style-type: none"> • Direct supervision by physician or other licensed independent practitioner <ul style="list-style-type: none"> ○ The physician/LIP shall review all documentation completed by the Medical Assistant, make any necessary amendments, and sign the medical record / patient chart at the conclusion of the patient encounter ○ The physician/LIP is ultimately responsible for the documentation associated with the care of the patient. • Indirect supervision department director, site manager or designee • The Medical Assistant may not perform activities defined by their scope of service independently <p>Evaluator: Department director or designee in conjunction with supervising physician or licensed independent practitioner</p> <p>Tier Level: 3</p> <p>eSAF Access Required: YES</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High school degree or higher • Successful completion of medical terminology course (Can be found on Skills Checklist) • Basic knowledge of computer skills and facility specific computer programs (Can be found on Skills Checklist) • American Heart Association or Red Cross health care provider BLS Certification <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> • N/A

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Experience:

- Documentation of satisfactory work experience in a comparable role within the previous 12 months.

Competencies:

The Medical Assistant will demonstrate:

- A safe environment for patients and Accurate patient information review and evaluation
 - Assists the physician or licensed independent practitioner with procedures per MD
 - Uses at least two ways to identify patients before initiating documentation in the medical record
 - Participates in the pre-procedure process to verify the correct procedure, for the correct patient, at the correct site and involves the patient in the verification process if acting as a scribe for the procedure
 - Accesses the patient medical record appropriately
 - Maintains confidentiality and privacy in accordance with HIPAA regulations
- Documentation in the medical record
 - Documents in the medical record according to:
 - Facility standard / policy
 - Local, state and federal regulatory guidelines for documentation
 - Demonstrates the knowledge and skills necessary to document patient care in the medical record as dictated by a physician or licensed independent practitioner
 - Documentation is legible and clear
 - Organizes, maintains and coordinates clinical documentation related to patient care
 - Demonstrates proficiency in clinical documentation through use of electronic devices
 - Demonstrates proficiency in using multiple clinical documentation forms in the medical record
- Infection Prevention
 - Practices consistent hand hygiene
 - Uses personal protective equipment (PPE)
 - Maintains current immunization for influenza
 - Complies with Isolation precautions

References:

- N/A

Document Control:

- Created 12/15/2021

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____