

Summit Psychological Services is a busy medical office specializing in the treatment of mental health concerns. We are looking for a conscientious, energetic, organized individual to perform various duties related to patient care and treatment as directed by attending providers in an outpatient clinic setting. This position will be require clerical and clinical support to our patients and medical providers.

Essential Responsibilities and Duties:

- Interviews patient independently, at times, behind closed doors to obtain information for providers for reconciliation of medications, allergy list, vital signs (weight, height, blood pressure, pulse, smoking status).
- Demonstrates use of tact and patience when dealing with patients and their families who are potentially in crisis.
- Maintains patient confidentiality.
- Prioritizes patient's appointment time.
- Maintains drug samples inventory for office, distributes samples to patients as directed by providers, maintains log of samples given to patients with appropriate lot numbers, expiration dates, mg, number of tablets distributed, with pertinent patient information and documents samples given in the electronic health record.
- Acts as contact person for visiting pharmaceutical representatives and assists in scheduling appointments with providers
- Administers patient injections/medications, when necessary, as ordered by providers
- Schedules patient referrals to other providers and provides referral source with appropriate clinical information
- Assists providers with treatment plan and crisis plan review with patients.
- Performs other duties as assigned or directed.

Qualifications:

- High school diploma or equivalent required.
- Six months related, patient facing experience required.
- Experience taking vitals and interacting with patients is required.
- Experience with electronic medical records preferred.
- Knowledge of mental health practices and terminology preferred.

Required Knowledge, Skills and Characteristics:

- Position requires contact and appropriate communication with patients, providers, and other support staff both within and outside of the work area.
- Position requires ability to respond quickly and calmly to varying demands from providers and patients. May require ability to distinguish between normal and abnormal test results.
- Position requires a "people person", organizer, compassionate.