

JOB DESCRIPTION

The Residency Assistant will assist the Family Medicine residency clinic leadership in daily tasks such as the management medical students' presence in clinic, patient flow, running reports as needed, collecting feedback from preceptors, updating NextGen patient schedules and assist in coordination of residency applicant interviews and tours.

RESPONSIBILITIES

- Manage Medical students (M1-M4) for MD, DO and PA schools schedules, orientation, evaluations while shadowing in all departments/areas at Church Health.
- Create in-house clinic schedules using NextGen EHR and assist in scheduling Resident and Staff activities.
- Maintain and track clinic continuity data for Assistant Program Director of the Family Medicine Clinic.
- Assist with check-in and check-out functions in FM Clinic; if needed, record vitals, obtain simple office labs, and input these results into EHR before providers see patients as well as relay medical instructions from providers to patients before they leave the clinic.
- Ensure proper supplies are in good repair and available for use.

QUALIFICATIONS

- High School Diploma /GED required. College degree preferred.
- At least one-year relevant experience is preferred, but not required.
- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.