ADVANCED DERMATOLOGY
JOB DESCRIPTION

POSITION: Lead Dermatology Clinician

DEPARTMENT: Clinical

REPORTS TO: Clinical Manager

JOB SUMMARY: To assist in the delivery of quality medical and cosmetic care under the direction of the medical director. This includes but is not limited to patient preparation, assistance with medical, surgical, and cosmetic procedures, processing of all specimens, maintaining all equipment and instruments, triaging patient phone calls and pharmacy requests, completing all paperwork, and maintaining a clean, stocked, and safe work environment. The above to be carried out while fulfilling our mission statement to provide outstanding dermatologic care to all members of our community.

ESSENTIAL SKILL REQUIREMENTS/EXPERIENCE/QUALIFICATIONS:

• High school diploma required.
• Prefer a minimum of two years work experience in a medical office setting; dermatology experience ideal.
• Position requires knowledge, practice, and compliance with universal precautions as mandated by federal, state, and local government agencies.
• Position involves knowledge and practice of sterile surgical techniques.
• Position requires excellent communication skills and attention to detail.
• Position requires ability to work as part of a team.
• RN, LPN, MA, ST
• Word processing and computer experience required.
• Professional personal presentation.
• Can speak clearly and concisely.
• Can read, understand and follow oral and written instruction.
• Position involves dependability, constant contact and ability to work effectively with patients, physicians/providers, managers, staff members, and outside visitors.
• Position requires ability to handle stressful situations in a professional and positive manner.
• Position requires excellent communication and organization skills with attention to detail.
• Ability to multitask and prioritize in a high volume practice with many interruptions while delivering exceptional customer service.

SPECIFIC DUTIES/RESPONSIBILITIES (assigned but are not limited to):

CLINICIAN:

• Maintain patient confidentiality and safety at all times
• Follow all OSHA and HIPAA guidelines
• Ensure exam/treatment rooms are prepped for the morning and adequately stocked with supplies and forms.
• Equip cosmetic/laser rooms with supplies, washcloths in warmer, clarisonic, and products.
• Room patients properly, select appropriate forms, take thorough histories.
• Assist providers in recommending appropriate skin regimens for all patients.
• Prepare patients for surgery by instructing on pre and post-op directions, ensure correct consent forms are completed and signed and tray set up is correct.
• Prepare cosmetic client for specific procedure, including appropriate paperwork is reviewed and signed with copy provided to client as needed, ensure photos scheduled correctly and completed, application of topical anesthetic when necessary, and communicate proper pre and post procedure skin care and instructions to client.
• Demonstrate knowledge of lasers, hand pieces and proper eye protection for client and staff to ensure safety of patients, staff and self.
• Assist provider with all medical exams/procedures and cosmetic procedures.
• Responsible for taking required photos of cosmetic clients and when necessary medical patients by following specific guidelines to ensure correct imaging completed.
• Assist with entering correct billing charges, notes and prescriptions.
• Adjust patient’s appointment type on schedule to reflect visit changes that occur in room (ie. procedure/treatment changes, add-ons).
• Draw blood, perform suture removals, change dressings, and apply Levulan.
• Respond to pharmacy refill requests and prior authorizations in a timely manner.
• Process all laboratory specimens, including use of quest care 360 system and entering each specimen on log.
• Process all pathology specimens, including thorough documentation on requisition and entering each specimen on log.
• Assist in the disinfection, wrapping, and sterilization of instruments.
• Maintain all equipment, including autoclave, microscope, liquid nitrogen canisters, sharps containers, ellman (cautery), evacuators, zimmers, lasers and photo booth.
• Assist with and record DTMs and KOH preps under CLIA guidelines.
• Responsible for keeping all clinical areas including treatment rooms, cosmetic lounge, lab, nooks and photo room clean, organized and stocked.
• Actively promote all areas of business including medical/cosmetic practice, and Skinfo®.
• Keep current with practice, store and research promotions/programs. Read and reference newsletter, weekly specials, business websites, etc.
• Active participation in vendor and staff trainings
• Coordinate all post treatment phone calls with cosmetic assistant for all first time cosmetic treatment patients or as requested by provider.
• Conduct all post treatment phone calls for needed medical treatment patients and document accurately.
• Conduct phone calls for abnormal biopsy results, and document accurately.
• Scan provider schedule for week ahead as well as prior to start of each shift to ensure there are no scheduling errors and communicate to client services if adjustments need to be made.
• Conduct a brief 5 minute meeting prior to the start of each shift and remind team of current promotions within Advanced Dermatology and Skinfo.
• Daily count of cosmetic inventory on cosmetic days.
• Coach additional members of the team on medical, surgical and cosmetic treatments as well as prescription and skincare options.
• Be a positive leader who can think quickly and maintain composure in fast-paced environment.
• Ensure team flow is steady without disrupting the flow of other teams.
• Communicate consistently to client services when provider is running behind, and continue to do so until provider schedule is back on schedule.
- Monitor all team tasks to ensure they are being answering in an efficient manner.
- Communicate with team provider often to ensure team production remains at maximum potential.
- Scan provider charts for completeness prior to putting into scanning bin.
- Perform all other duties as assigned by Clinical Manager, Lab & Triage Supervisor, Practice Manager and/or Medical Director.