



## **SURGICAL ASSISTANT / MEDICAL ASSISTANT**

### **COMPANY OVERVIEW**

Michigan Kidney Consultants (MKC), P.C. is Southeast Michigan's largest board-certified nephrology group. Our physicians and nurse practitioners are dedicated to providing the latest, most advanced diagnostics and treatments available for kidney disease and end-stage renal failure. MKC offers appointments in eight locations in greater Detroit, Michigan, including Troy, Royal Oak, Southfield, Novi, Pontiac, Clarkston, Rochester Hills and Sterling Heights.

All of our physicians are board certified in the sub-specialty of nephrology as well as internal medicine. A nephrologist is a physician who has been educated and trained in kidney disease, kidney transplantation, and dialysis therapy.

### **POSITION OVERVIEW**

The surgical assistant/MA is a dynamic role where the person will interface with all patients and medical staff of Michigan Kidney Consultants to prepare and assist in surgical procedures.

### **ESSENTIAL JOB FUNCTIONS**

- Prepare patients for procedures, explaining the process and ensuring their comfort and safety.
- Operate and maintain surgical tools and equipment, ensuring proper functionality and calibration.
- Prepare patients and support practitioners to achieve optimal surgical procedures and outcomes while always adhering to safety protocols.
- Utilize radiation safety measures and protective equipment to minimize exposure to patients and staff.
- Maintain accurate patient records and update the patient electronic record chart.
- Assist in vascular access procedures for dialysis procedures
- Maintain sterile field and provide support during pre- and post-procedure.
- Ability to answer telephone calls, verify patient insurance coverage, scheduling and complete check-in and check-out process of patients, as needed.
- Maintain a safe, secure and organized work environment.
- Must maintain patient confidentiality and HIPPA requirements, at all times.
- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

- Prior experience in surgical assisting required.



- Excellent interpersonal and communication skills to interact with patients and team members
- Professional, courteous, calm and pleasant communication style
- Ability to handle multiple tasks coming from doctors, patients and coworkers
- Ability to maintain an organized, calm and courteous demeanor under pressure
- Ability to problem-solve and follow up to resolve an issue to find information
- Commitment to patient care, confidentiality, and safety standards.
- Basic computer skills are required
- Must be fluent in English

#### **EDUCATION and/or EXPERIENCE**

- High school diploma or equivalent
- Medical office experience preferred
- Knowledge of medical terminology

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a valid Michigan driver's license.
- Must have current automobile insurance and reliable transportation or alternative provisions.
- Advanced Cardiac Life Support (ACLS)

#### **WORK ENVIRONMENT**

- The work environment is a busy office and surgical environment. Prolonged periods of standing are required.
- Requires physical ability to stand for extended periods and the ability to move beds, wheelchairs and equipment.
- Work may involve exposure to radiation, so adherence to safety protocols is critical.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Perform duties in office environment during organization's operating hours.