



# DIVISION SCOPE OF SERVICE

<b>Division: NORTH FLORIDA</b>
<b>Classification: MEDICAL ASSISTANT</b>
<b>Applicant Name:</b>
<p><b>Medical Assistant:</b> The Medical Assistant must have equivalent qualifications and competence as employed individuals performing the same or similar services at the facility.</p>
<p><b>Definition of Care or Service:</b> 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"> <li>• Assists the physician or licensed independent practitioner with procedures per MD</li> <li>• Assists the physician or licensed independent practitioner in navigating the facility specific medical record for the location of patient information</li> <li>• Maintains and secures patient data and records</li> <li>• 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</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by physician or other licensed independent practitioner <ul style="list-style-type: none"> <li>○ 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</li> <li>○ The physician/LIP is ultimately responsible for the documentation associated with the care of the patient.</li> </ul> </li> <li>• Indirect supervision department director, site manager or designee</li> <li>• The Medical Assistant may not perform activities defined by their scope of service independently</li> </ul> <p><b>Evaluator:</b> Department director or designee in conjunction with supervising physician or licensed independent practitioner</p> <p><b>Tier Level:</b> 3</p> <p><b>eSAF Access Required:</b> YES</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• High school degree or higher</li> <li>• Successful completion of medical terminology course (Can be found on Skills Checklist)</li> <li>• Basic knowledge of computer skills and facility specific computer programs (Can be found on Skills Checklist)</li> <li>• American Heart Association or Red Cross health care provider BLS Certification</li> </ul> <p><b>NOTE:</b> 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><b>State Requirements:</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>



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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 preprocedure 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:**

- Content updates 1/12/2017
- Cosmetic updates 6/29/2020

**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:** \_\_\_\_\_