



MOBILE MEDICAL CARE JOB DESCRIPTION

Position: Clinic Facilitator (Westmoreland)

Reports to: Clinical Director

Duties:

1. Facilitate clinic flow, interpret during medical encounters, and assist in patient discharge at varying assigned clinics of MobileMed.
 - Act as a Spanish interpreter and medical scribe as needed.
 - Chaperone and assist provider in gynecological procedures (i.e. biopsy, colposcopy) and pelvic exams at the MobileMed Women's Clinic.
 - Troubleshoot potential or actual problems that may impede patient care or provider activities.
2. Assist in the weekly clinic preparation and coordination of the MobileMed Endocrine Clinic, a partnership between MobileMed, the National Institutes of Health (NIH), and Suburban Hospital.
 - Obtain lab, imaging reports, hospital discharge records for all patients each week.
 - Serve as registrar during the clinic session.
 - Facilitate clinic flow, interpret during medical encounters (or facilitate use of language line) when necessary, and assist in patient discharge.
 - Provide ongoing case management to all Endocrine Clinic patients and act as a liaison between NIH endocrine fellows and schedulers, Suburban Hospital staff and nursing volunteers, and clinical staff from other Montgomery County safety-net clinics.
3. Other duties as assigned.

Qualifications:

1. Excellent written and oral communication skills.
2. Bilingual in English and Spanish strongly preferred.
3. Skilled in duties requiring organization and attention to detail.
4. Able to work independently and take initiative.
5. College degree strongly preferred; experience in healthcare preferred; experience with electronic medical record a plus.

Employee Signature

Employee Name

Date