Insert Logo Here

**SCOPE OF SERVICES**

**Patient Centered Medical Home Medical Assistant**

“Organization or Clinic Name”

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| --- | --- |
| **Delegated Functions** | **Minimum Training and Experience** |
| Participate directly in the care of patients who are under the collaborative care of the medical assistant and the delegating physicians.*Care provided includes:** Identify patients who have not had an office visit within the last year and provide outreach to schedule the appointment, identifying any gaps and providing screenings (PHQ-9 / Social Determinants of Health).
* Management of open gaps in care through phone calls to explain to patients what their gaps are and how to facilitate closing those gaps.
* Manage performance in
* As approved by the physician, this includes ordering tests such as mammograms and colonoscopies and\_\_\_\_\_
* As approved by the physician, facilitate ordering of labs on behalf of physicians to assist in the management of type 2 diabetes, hypertension, and hyperlipidemia including A1c, urinary microalbumin, LDL cholesterol test.
* Facilitate ordering of medical equipment on behalf of physicians including glucose meter, test strips, and lancets.
* Perform blood pressure measurement
* Conduct screenings, including smoking status, social determinants of health, and PHQ-9s.
* Utilize an active admission / discharge / transfer feed to call all patients who have been to the Emergency Department to identify issues, coordinate follow up care, and encourage seeking care through the practice rather than the ED when appropriate.
* It is expected that the MA would transfer the patient to the Clinician for issues requiring immediate medical assessment or guidance, and schedule patients when necessary after the ED visit.
* Perform those immunizations approved by the physician, including \_\_\_\_\_\_\_\_\_
* Prepare referral paperwork for specialty care
* Provide self-management education. Set and record self-management goals with patients.
* Document services provided in the electronic medical record
* Bill for services as appropriate

 *Communication with physicians:** MAs are expected to communicate on a regular basis with physicians about
* Real-time discussions of the patient’s needs or issues outside of the written protocols as needed.
 | Must have completed Medical Assistant training and the payer requirements for training if intending to bill for services. *Competency Assessment:** It is suggested that the direct supervisor or operating supervisor conduct a competency assessment for all delegated responsibilities.
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**The licensed physicians signed below are working in collaboration with < >, Medical Assistant and agree to delegate and supervise the medical functions defined in the Scope of Services document.**

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< >, MD Date

Add additional lines for physician signatures or use separate document for each physician.