

DGOC Clinical Dermatology Fellowship Job Description

Dermatology Group of the Carolinas (DGOC) is currently looking to expand our staff with a full-time Clinical Dermatology Fellow who would serve in the role of medical assistant (MA)/scribe for a 1-2 year fellowship. This MA Fellow will work closely beside our dermatologists and other MAs rooming patients, taking clinical histories, scribing for the physicians, sending prescriptions, providing patient education, and assisting with dermatologic procedures, all while gaining excellent hands-on clinical experience.

DGOC is a privately-owned dermatology practice with offices in Concord, Huntersville, and Salisbury, North Carolina. We have 19 board certified dermatologists who specialize in medical, surgical, and cosmetic dermatology, as well as dermatopathology. DGOC's physicians treat patients of all ages.

Responsibilities of a MA at DGOC:

- Escorts patients to exam rooms and obtains clinical history
- Assists physician with various procedures and examinations
- Acts as a medical scribe to document all chief complaints, review of systems, diagnosis and plans, along with prescriptions, pathologies, procedures and physician orders, ensuring superb documentation in the NexTech EMR system
- Performs patient care as directed by physician, which may include dressing changes, suture removals, etc.
- Verifies and documents all prescriptions as directed by physician
- Communicates with patients on all results and follow-up instructions as directed by physician
- Maintains exam room cleanliness and inventory
- Cleans, sterilizes, and stocks all instruments according to OSHA guidelines
- Triage patient calls as needed during working hours

Training and supervision:

Following completion of a 16-hour online Certified Dermatology Tech program (paid for by DGOC), the MA Fellow will receive on-the-job training by our Clinical Educator and Clinical Director. Next, he/she will be assigned to a two-MA team, working closely with an experienced MA who will continue to help mentor the Fellow in his/her role. Each two-MA team is assigned to one dermatologist, who they will work closely with on most days. However, MAs may be asked to rotate/fill in on other teams when their physician is out of the office, or as needed for staffing coverage.

Educational opportunities:

Working as a MA/scribe is one of the best ways to gain hands-on clinical experience and medical knowledge. Each of our dermatologists sees on average 30-40 patients per day, so the MA Fellow will be exposed to a variety of medical conditions, differential diagnoses, treatments, and procedures on a daily basis. The Fellow will have the opportunity to work with and learn from a variety of different dermatologists, ranging from medical to surgical to pediatric to cosmetic dermatology areas of interest and specialization. Though they work in a private practice, our dermatologists are academic-minded and committed to continuing medical education (CME), holding monthly Clinical Correlations Conferences at the Concord office where we invite local dermatology experts from Wake Forest, Duke, UNC and other academic centers to a grand-rounds-like CME opportunity to review challenging or interesting patients and their treatment plans. The MA Fellow would be invited to participate in these conferences, as well as other educational speakers that visit the practice throughout the year.

Additional benefits:

- Hourly compensation at standard certified MA rate
- PTO and paid holidays
- Friday afternoons off, no nights or weekends
- Medical and dental insurance
- Employee discount program for cosmetic products and services
- Uniform stipend
- Robust retirement plan with profit sharing (available to those employed >1 year)
- Opportunities for physician letters of recommendation for professional school applications

Requirements:

- Bachelor's degree
- Completion of Certified Dermatology Tech program prior to start date (16-hour online course paid for by DGOC)
- Commitment to work full time (40 hours per week) for at least 12 months with our practice
- Able to travel between locations to cover team as needed

We prefer:

- Pre-health career track
- Clinical experience
- BLS certification

Skills and abilities needed to be a successful DGOC team member:

- Excellent communication skills
- Proficient in spelling/grammar
- Positive attitude
- Ability to react calmly and effectively in all situations
- Knowledge of anatomy and medical terminology
- Good problem solving and analytical skills
- Ability to work as a team member
- Organized and able to perform multiple tasks
- Good listening skills
- Strong typing skills

How to apply:

Interested individuals should send a resume and cover letter to Dr Sarah Koch at s.koch@dermgroup.org. We review and hire applicants on a rolling basis.