



We are looking for a passionate aesthetic assistant for a fast growing aesthetic medical spa. You will be responsible for providing support to ensure efficient operation of patient care and assisting the patients throughout their entire journey. You will assist the Aesthetic nurse practitioner and nurse injectors. The assistant will be the injectors "right hand" in engaging and managing patients through a variety of tasks related to patient care, organization, and communication. You will be responsible for obtaining patient records, test results, administrative tasks, preparing treatment rooms and assisting the practitioners during procedures to ensure the efficiency of the daily patient flow. The goal is to achieve all activities accurately, with highest quality of care. You should also be able to deal with emergencies in a timely and effective manner, while maintaining clinical operations. Multitasking and management skills are essential for this position. This would be a fantastic opportunity for a nursing student or someone with interest in aesthetic medicine and a basic medical background.

#### RESPONSIBILITIES

- Interview patients and document basic medical history
- Organize and schedule appointments as needed
- Update and file medical records and reports
- Check with patients and type up patient's charts
- Produce and distribute correspondence memos, letters, faxes and forms
- Prepare and clean treatment rooms and medical instruments
- Promote a professional and welcoming atmosphere to enhance quality of service and care offered to patients and for provider(s)
- Assist provider in medical, cosmetic and laser procedures
- Familiarity with surgical, cosmetic and medical treatments and procedures, to be proactive in answering patient inquiries with accurate answers regarding controlling outcome expectations, post-procedure downtime, general pricing, and post-operative care issues
- Assist provider in recording prescribed treatments, medications, biopsies, cultures, photos, prescriptions, prior authorization and procedures within established guidelines
- Understand provider to patient flow and anticipate provider's next steps to the best of their ability

- Prep rooms before and after patients, including checking all equipment at the beginning of each day to ensure all is in proper working order
- Provide pre-care and post-care treatment instructions as needed
- Perform inventory responsibilities and stocking of supplies and equipment as requested
- All other duties as assigned by nurse practitioners, nurses, and office manager
- Strong organizational and planning skills
- Excellent written and verbal communication skills
- Social perceptiveness and service oriented
- Excellent time management skills and ability to multi-task and prioritize work
- Experience in a healthcare
- Interest in dermatology and medical aesthetics