



Position: Medical Aesthetic Assistant

Responsible To: Shannon Synoracki, MHS, PA-C

Job Description: Prejuvenation Aesthetics is a premier medical aesthetics practice dedicated to providing exceptional patient care and advanced treatments in a boutique, results-driven environment. We are seeking a motivated and detail-oriented **Part-Time Medical Aesthetic Assistant** to join our team. This position will primarily involve providing support to our clinical and front desk staff.

Position Overview: This position is ideal for someone who enjoys working in a fast-paced environment both assisting with aesthetic treatments and coordinating patient care. This role offers the opportunity to be a key part of the practice's growth and has the potential to evolve into more clinical or administrative roles as the practice expands.

Job Responsibilities:

1. Clinical Support:

- Room patients, review medical history, capture before and after pictures.
- Act as first assist to aesthetic providers during treatments and consultations.
- Document and chart office visits, procedures, and all communication with patients, as directed by the provider.
- Manage patient flow throughout the day and communicate with providers regarding patient readiness.
- Assist with maintaining efficient appointment flow and minimizing provider downtime.
- Prepare patients for various aesthetic treatments by cleansing skin, removing make-up, applying topical numbing, and drawing blood as needed.
- Sanitize and prepare treatment rooms for various aesthetic procedures.
- Provide pre and post care instructions to patients as directed by the providers, ensuring they are well-informed and prepared for treatments.
- Regularly check and restock exam rooms with an adequate supply of medical and procedural materials.
- Autoclave instruments following proper sterilization protocols to maintain a clean and safe environment.
- Strictly follow HIPAA guidelines to ensure patient confidentiality and privacy.
- Provide patient check-ins after treatments.
- Call in patient prescriptions as needed.

2. Admin Operations Support:

- Open and close the office, ensuring a clean and organized environment and maintaining office tidiness throughout the day.
- Ensure all pertinent medical history and consent forms are filled out and up to date prior to each treatment.
- Educate patients about our services, products, membership programs, and promotions.
- Assist with patient re-engagement and treatment plan follow-ups, treatment follow up check in's, provider client dashboards.
- Handle phone calls, emails, and inquiries with excellent communication skills.

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- Warmly greet patients upon arrival, creating a friendly and welcoming atmosphere.
- Efficiently check patients in and out, ensuring accurate documentation of their appointments.
- Schedule patient appointments, coordinating with providers' schedules and optimizing appointment availability.
- Assist with retail and backbar inventory counts.
- Assist with filming, creating, and posting social media content. Assist with various marketing initiatives around the office.

Key Traits + Skills

- 2-years of experience in a medical aesthetic, dermatology, or plastic surgery setting is highly desirable.
- Knowledge of cosmetic procedures and treatment is a plus.
- Excellent interpersonal skills and the ability to provide exceptional patient care and customer service.
- Willingness to learning new responsibilities and flexibility to adapt to changes within the organization as it continues to grow.
- Ability to work effectively and maintain strong organizational, problem solving, multi-tasking skills.
- Friendly, professional, self-motivated, and "can-do" attitude.
- Attention to detail - Recognizes what needs to be done and takes initiative to complete it without being asked.
- Ability to work independently and collaborate effectively as part of a team.
- Invested in the mission and vision and a desire to grow with the practice.
- Understanding of HIPPA regulations and commitment to maintain confidentiality.
- Proficiency with electronic medical record systems and basic computer applications; Boulevard EMR experience preferred.

Certifications + Education:

- High School Diploma or equivalent
- Medical Assisting certificate
- BLS Certified

Work Conditions:

- This job operates in a professional medical environment
- Hours: TBD

Hourly Rate: \$18-23 hourly paid bi-weekly based on experience

If you possess the desired traits and qualifications outlined above and are excited about the opportunity to contribute to a growing medical spa, we invite you to apply for this position through our [website](#). Along with your resume, please submit a 1-minute video of why you would be a good fit for this position.

We look forward to reviewing your application and discussing how you can be an integral part of our team!