



JOB DESCRIPTION

JOB TITLE: Medical Assistant (CMA)	DEPARTMENT: Medical
DIRECT SUPERVISION RECEIVED: Nursing Supervisor / CMO	HIRE WITH APPROVAL OF: CEO
OTHER REPORTING: None	SUPERVISION EXERCISED: None
POSITION STATUS: Non-Exempt, Hourly	PAY RANGE: \$NA

POSITION FUNCTIONS: Assist providers with examination and treatment of patients in an outpatient clinical facility. Prepare treatment rooms, position instruments and equipment, as needed per chief complaint. Operate medical equipment, provide injections and/or treatments.

POSITION RESPONSIBILITIES

1. Establish reason for visit and document chief complaint, per the patient's description, on progress note in patient chart.
2. Take patient vital signs, including but not limited to blood pressure, pulse rate, height and weight, etc.
3. Instruct patient on preparation for physician's examination.
4. Work collaboratively with the physician for the coordination of quality health care toward the clinic's patients.
5. Stock and prepare rooms according to physician's specialty.
6. Assist patients in need of help, i.e. elderly, handicap, pediatric, etc.
7. Apply dressings and give injections, when assigned.
8. Maintain supply and inventory for exam room, in accordance with clinic and OSHA requirements.
9. Review patient charts for completeness, as well as order processing, for referrals, lab, x-ray, etc.
10. Collect clinic encounter forms at the end of each session and forward to the Billing Department.
11. Provide back-up for co-workers, when needed.
12. *Inform scheduled patients of any delays due to physician's lateness, emergencies, schedule backup, etc.*
13. Log patient information in respective data banks, i.e., State Immunization Tracking System, Diabetic Tracking System, etc.
13. Performs miscellaneous job-related duties as assigned.

EDUCATION

High school graduate or equivalent, with completion of a Medical Assistant Certification program from an accredited technical college or State training program. At least six months of on-the-job training and/or experience

in a clinic or physician's office. Experience in a community health, public health, or in a community hospital, a plus.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

1. Knowledge of injection levels and procedures, for both children and adults.
2. Knowledge of universal precautions and blood-borne pathogens.
3. Ability to document clearly, patient vital signs and chief complaint, as well as pay close attention to charting detail.
4. Ability to relate well to people from diverse ethnic and cultural backgrounds.
5. Ability to have empathy for patients and to treat them with dignity and respect, in a professional and courteous manner.
6. Ability to manage patient flow in a fast paced clinic environment.
7. Willingness to work flexible hours in order to meet patient care needs/demands.

EDUCATION AND EXPERIENCE:

To perform this job successfully, the employee must be able to perform each essential function, as well as the physical and mental requirements satisfactorily. The requirements listed above are representative of the knowledge, skills, abilities and other characteristics required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL/WORKING CONDITIONS

Requires full range of body motion including, but not limited to bending, lifting, manual and finger dexterity and eye-hand coordination. Requires standing, walking and/or sitting for extended periods of time. Scheduling may include irregular work hours, may involve lifting and carrying of items up to 50 pounds, requires corrected vision and hearing to normal range, may involve working through urgent and stressful conditions, may involve exposure to communicable diseases or body fluids.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to describe the essential functions of the job identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

APPROVAL AND DATES:

Employee Signature

Date

Supervisor Signature

Date