

POSITION DESCRIPTION

POSITION TITLE: MEDICAL ASSISTANT

DEPARTMENT: CLINICAL OPERATIONS

JOB CONTENT

1. POSITION SUMMARY:

(OVERALL PURPOSE OF THIS POSITION)

- SUPPORT PROVIDERS IN THE EXAMINATION AND TREATMENT OF PATIENTS, INCLUDING THE PREPARATION OF EXAM ROOMS AND INSTRUMENTATION, OPERATION OF MEDICAL EQUIPMENT, ADMINISTER MEDICATIONS AND INJECTIONS, ETC. RELATED TO PATIENT CARE REQUIREMENTS.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES WHICH MUST BE PERFORMED IN ORDER TO CARRY OUT THE POSITION PURPOSE SUMMARIZED ABOVE:

(THE FOLLOWING DESCRIPTION IS A GENERAL REPRESENTATION OF THE KEY DUTIES AND RESPONSIBILITIES OF THIS POSITION. OTHER DUTIES MAY BE ASSIGNED, AS REQUIRED.)

- A. ESTABLISH REASON FOR VISIT AND DOCUMENT PATIENT DESCRIPTION OF CHIEF COMPLAINT. DOCUMENT ALL EPIC VISIT ENCOUNTER FIELDS AND SMARTPHRASES.
- B. PARTICIPATE IN QUALITY IMPROVEMENT AND WORK FLOW ENHANCEMENTS THAT SUPPORT PATIENT CARE.
- C. TAKE AND DOCUMENT PERTINENT VITAL SIGNS INCLUDING BLOOD PRESSURE, PULSE, RESPIRATIONS, HEIGHT, WEIGHT, BMI AND PAIN LEVEL.
- D. ASSURE ALL REQUIRED BLOOD WORK AND BACK OFFICE DIAGNOSTIC LABS ARE COMPLETED AND DOCUMENTED IN THE EMR BEFORE PROVIDER EXAM ROOM VISIT.
- E. ASSURE PROVISION OF ALL INSTRUMENTS, ORDER LABS AND VACCINES AND DOCUMENT FOR PHYSICALS AND WELL CHILD VISITS.
- F. FOLLOW-UP ON PROVIDER POST EXAM REQUESTS; DRESS WOUNDS, PERFORM EAR IRRIGATIONS, RECHECK BLOOD PRESSURE ETC.
- G. ADMINISTER MEDICATIONS/IMMUNIZATIONS, EVALUATE EFFECTIVENESS. ASSURE PATIENT IS INFORMED ABOUT POSSIBLE EFFECTS.

- H. MAINTAIN PATIENT FLOW FOR PROVIDERS, FILLING ROOMS PER DESIGNATED QUOTA.
- I. MAINTAIN QUALITY CONTROLS MEASURES DAILY.
- J. CLEAN AND STOCK ROOMS PER ESTABLISHED REQUIREMENTS; CLEAN AUTOCLAVE AND STERILE INSTRUMENTS.
- K. ORDER SUPPLIES, IMMUNIZATIONS AND PROVIDE ASSISTANCE AS DIRECTED OR NEEDED.
- L. SERVE AS A MEMBER OF A PATIENT CENTERED MEDICAL HOME TEAM.

3. QUALIFICATIONS:

- A. SPECIFIC KNOWLEDGE, TRAINING OR SKILLS REQUIRED TO PERFORM THE DUTIES OF THIS POSITION. SPECIFIC CONCEPTS, COURSES, TRAINING PROGRAMS OR REQUIRED CERTIFICATIONS:
(TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.)
 - DEMONSTRATED COMPLETION OF MEDICAL ASSISTANT TRAINING PROGRAM.
 - KNOWLEDGE OF INJECTION LEVELS AND PROCEDURES (CHILDREN AND ADULTS).
 - KNOWLEDGE OF UNIVERSAL PRECAUTIONS AND BLOOD BORNE PATHOGENS AND OSHA GUIDELINES.
 - DEMONSTRATED COMPUTER PROFICIENCY UTILIZING ELECTRONIC MEDICAL RECORDS.
 - DEMONSTRATED INTERPERSONAL SKILLS: EMPATHY, TRUST, RESPECT AND ABILITY TO ESTABLISH EFFECTIVE RELATIONSHIPS WITH PEOPLE OF DIVERSE ETHNIC AND CULTURAL BACKGROUNDS.
 - DEMONSTRATED CRITICAL THINKING SKILLS AND ABILITY TO WORK INDEPENDENTLY.
 - DEMONSTRATED TEAM MEMBERSHIP SKILLS.
 - DEMONSTRATED ATTENTION TO DETAIL: HIGH REQUIREMENT FOR ACCURACY.

B. ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
(THE PHYSICAL DEMANDS AND WORK ENVIRONMENT DESCRIBED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.)

- ABILITY TO SEE, COMMUNICATE, HEAR AND UTILIZE ELECTRONIC COMMUNICATION DEVICES.
- DEMONSTRATED ABILITY TO WALK, SIT OR STAND FOR LONG PERIODS OF TIME. REQUIRES SOME LIFTING UP TO 50 LBS.
- WORK ENVIRONMENT IS STRESSFUL AT TIMES.

C. PREVIOUS EXPERIENCE THAT IS *NECESSARY* BACKGROUND TO QUALIFY FOR THIS POSITION:

- ENTRY LEVEL POSITION.

REPORTS TO AND EVALUATED BY: SITE MANAGER