



POSITION: Medical Assistant - Certified

REPORTS TO: Registered Nurse

Job Summary:

Medical Assistant: Assists physicians, nurses, and other medical staff by performing administrative and clinical duties under the direction of a physician. Administrative duties may include obtaining and maintaining medical records. Clinical duties may include such preparing treatment room for patient exams, recording patient medical history, and cleaning and sterilizing medical equipment.

Medical Assistant Responsibilities:

- Escorts patients to exam rooms, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart.
- Interviews patients to obtain their medical history.
- Secures patient information and maintains patient confidence by completing and safeguarding medical records, keeping patient information confidential per HIPAA, Ensuring compliance with all health care regulations, per OSHA.
- Prepares treatment rooms for patient examinations; Assist provider in exam rooms.
- Disinfects, cleans treatment rooms following patient examinations; Maintains safe, secure, and healthy work environment.
- Keep exam rooms stocked with adequate medical supplies, maintain instruments, prepare sterilization as required; Properly disposes of contaminated supplies.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Maintain all logs and required checks (i.e., refrigerator temperatures, emergency medications, expired medications, etc.)
- Draws blood, removes sutures, changes dressings.
- Monitor and maintain EMR staff inboxes for volunteer providers and assist providers with their inboxes as needed.
- Assist in serving as a clinical liaison by addressing all clinically related calls.
- Coordinating the daily clinical administrative activities, including patient medical record maintenance and ensure all forms and consents are completed by patients.
- Perform routine specimen collection and point of care tests such as EKGs, HCG, strep, influenza.
- Participate in training, monitoring, and evaluation of volunteer clinical staff.
- Performs other related duties as assigned or requested.
- Receive and direct phone calls, obtain necessary patient information to file and update patient records, and ensure all forms and consents are completed by patients.
- Delivering compassionate support, attention, and assistance to patients and families.

Medical Assistant Requirements:

Job Qualifications

- Minimum Education/Certification: High School Diploma or equivalent substitute.



- Minimum Experience: 2 years; combined education/experience as substitute for minimum experience.
- Minimum Certifications and/or Licenses: phlebotomy certification from a medical assistant program and CPR; certification as a medical assistant (CMA) required.
- Minimum Skills: Experience with EMR, MS Word, Excel, MS outlook.
- A basic understanding of patient care, medical terminology, reference tools, and appropriate clinical pharmacology for medical assistant practice scope.
- Excellent interpersonal, organizational, and customer service skills.
- Bilingual Spanish/English required.
- 1 Saturday shift per month.

HOURS: Full-Time (40 hours/wk)