

ACCELHEALTH

JOB DESCRIPTION

I. JOB TITLE:

DATE:

A. POSITION:

Medical Assistant (MA)

B. CLASSIFICATION:

Non-Exempt

C. ACCOUNTABLE TO:

Nursing Supervisor

D. DEPARTMENT:

Nursing

E. PROGRAM:

CHC Clinics

F. OSHA Category:

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II. JOB SUMMARY:

Responsible for providing safe, quality care to patients of all ages in the community health center setting. Assists physicians, mid-level providers, and nurses during the examination and treatment of patients. Maintains clinical expertise and required competencies necessary to deliver quality primary health care services.

III. DUTIES AND RESPONSIBILITIES:

- A.** Prepares exam room for patient occupation and/or procedures.
- B.** Rooms patient and prepares him/her for examination by provider.
- C.** Measures patient vital signs (blood pressure, pulse rate, respiratory rate, temperature, oxygen saturation).
- D.** Measures patient height, weight, head circumference, etc., as applicable to patient lifecycle.
- E.** Assists medical provider with the examination and treatment of the patient as indicated.
- F.** As applicable, preps and drapes patient for procedure(s).
 - Obtains necessary supplies and equipment for scheduled procedure(s).
 - Maintains sterility of equipment, supplies, and instruments before and during procedure(s).
 - Following procedure(s), removes contaminated/used equipment, supplies, and instruments from exam room. Processes surgical instruments per instructions and/or policy.
- G.** May administer medications, immunizations, and treatments within defined scope of practice as ordered by provider.

- H.** Accurately enters patient care, services, treatments, etc. in the electronic health record within acceptable time frames.
- I.** Manages patient-related tasks (e.g., referrals, follow-up, etc.) assigned via the electronic health record system within acceptable time frames.
- J.** May be required to perform the following duties per training/competency:
 - Electrocardiogram;
 - Vision screening;
 - Hearing screening;
 - Point-of-care/waived laboratory testing
- K.** Responsible for maintaining par levels of supplies/equipment in exam rooms.
- L.** Responsible for ordering supplies and equipment in collaboration with Nursing Supervisor and clinical staff, and for assisting with supply/equipment inventory as requested.
- M.** Works collaboratively with other clinic personnel to coordinate optimal patient care and efficient patient flow processes, and to increase patient satisfaction with services and care.
- N.** May be assigned to perform duties of Unit Secretary:
 - a. Organizational skills
 - b. Ability to multi-task/manage multiple concurrent requests
 - c. Basic office/clerical skills
 - d. Telephone skills
- O.** Accepts job related training assignments and development in new tasks and technologies.
- P.** Performs other duties incidental to the work herein as may be assigned or delegated.

IV. PERFORMANCE STANDARDS:

Performance will be evaluated by the Nursing Supervisor using the AccelHealth Performance Evaluation forms wherein a satisfactory overall rating is considered a minimum acceptable level of performance.

V. ADDITIONAL RESPONSIBILITIES

- A.** May assist other staff members with their duties as work load dictates.
- B.** Attends seminars and conferences as needed or requested.
- C.** Uses equipment safely and effectively.
- D.** Demonstrates an appropriate level of knowledge of infection control for the assigned duties, awareness of the organization's mission and values, knowledge of patient rights.

- E.** Complies with in-service requirements and attends mandatory meetings.
- F.** Demonstrates knowledge of policies and procedures for safety in the workplace including response to: employee injury, fire, security, incidents, ban on smoking, utility failure, response to medical emergencies, and handling of hazardous material.
- G.** Uses and protects access code for computer and telephone.
- H.** Utilizes the employee handbook, chain of supervision and other resources.
- I.** Demonstrates awareness of process improvement methodology (design, measure, assess, improve). Actively participates in performance improvement activities.

VI. QUALIFICATIONS:

- A.** Completion of a Medical Assistant (MA) program; or, one year of medical assistant experience.
- B.** Current training in basic life support (BLS) for healthcare professionals.
- C.** Knowledge of medical terminology.
- D.** Ability to interact professionally and effectively with the public and co-workers.
- E.** Bilingual (English and Spanish) preferred.

VII. PHYSICAL REQUIREMENTS:

- A.** Must be able to perform the essential functions of the position:
 - May be required to lift and/or move more than 50 pounds.
 - Requires full range of body motion
- B.** Must be able to meet the attendance requirements of the position.
- C.** Must be able to travel to other clinic sites unassisted.
- D.** Must be able to assist patients evacuate in the event of an emergency.
- E.** Must not pose a direct threat to the health or safety of other individuals in the workplace.

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.

Employee Signature

Date