



Medical Assistant Position Description

The following is a position description for the Medical Assistant Position at Rolling Hills Clinic.

POSITION: Medical Assistant

SUPERVISES: None

POSITION SUMMARY: To assist the medical providers in the delivery of outpatient health care of patients under the direct supervision of a physician

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Assist with the initial admission of patients to the clinic, going over medical records request with patient and assisting provider by gathering health information (personal medical history, personal social history, family history, medications and allergies) for the provider.
2. Take routine vital signs of patients, including temperature, pulse, respiration, blood pressure and pulse oximetry.
3. Facilitate medication refills (phoning prescriptions or by electronic submission) to pharmacies after provider has reviewed and approved them.
4. Assist providers with paperwork; lab requisitions, orders (radiological exams and procedures performed outside of the clinic) as well as paperwork related to referrals (i.e. Specialty Consultations, home health, physical therapy, etc.)
5. Performing routine lab tests in clinic setting consistent with training and clinical policies (i.e. urine dipstick, urine pregnancy, urine microalbumin and creatinine, finger-stick blood glucose, rapid strep, rapid influenza A +B, finger-stick hemoglobin and finger-stick glycohemoglobin A1c and document results of testing in the patient chart.
6. Performing skin tests (tuberculin) but may not interpret results.
7. Administer injections, immunizations and oral medications by mouth as ordered by the provider and document appropriately in the patient chart.
8. Performing visual acuities, hearing screening (using audiometer), spirometry testing with and without breathing treatments, EKG and nebulizer treatments as directed by a provider.
9. Preparing patients for examination or procedures including positioning, draping, shaving and disinfecting treatment sites.
10. Collecting and labeling specimens for outside laboratories, including but not limited to urine specimens and swab cultures
11. Set up appropriate trays for providers.
12. Obtaining consents for procedures (Having patient sign consent form)
13. Assisting provider with procedures, minor surgeries, including but not limited to vasectomies, biopsies, sutures, pap smears, pelvic exams and ear lavage.
14. Removing sutures or staples from superficial wounds as directed by a provider.
15. Removing casts, splints, and other external devices as directed by a provider.
16. Applying/ changing basic dressings (Basic or simple dressings only include the application of ointment, telfa, 4x4s and cotton wrap to minor wounds and changing old dressing only after the provider has made an assessment.)

17. Coordinating and scheduling appointments for patient flow and follow-up as well as monitoring daily schedule for potential facilitation of urgent and walk-in care, as needed.
18. Review provider instructions with patients regarding home care and return visits.
19. Taking and documenting messages or documenting patient complaints only – not triaging. Triage is the screening and classification of ill or injured patients in order to determine their medical needs.
20. Daily Point of Care Testing for Quality Care and documentation in appropriate POCT logs.
21. Documenting and maintaining the Inventory/outdate logs for clinic supplies, lab supplies, and emergency response cart. Performing (monthly) checks for outdates, stocking and reconciliation of inventory.
22. Documenting and maintaining the Inventory/ outdate and patient given logs for medication/injectable, private and VFC vaccines. Performing (monthly) checks for outdates, stocking and reconciliation of inventory.
23. Documenting and maintaining (for a minimum of 3 years) the Inventory/ outdate and patient given logs for sample storage areas.
24. Checking biohazard waste/sharps containers (Weekly or when needed) for disposal, Documenting and maintaining the Biohazard/sharps log.
25. Administering oxygen therapies per mask or nasal cannula as prescribed/directed by a provider.
26. Administering prescribed drops to nose, eye and ear as directed by a provider.
27. Applying antibiotic ointment to the inside of the lower eyelid as directed by a provider.
28. Measuring for crutches and crutch teaching.
29. Patient education

NON-ESSENTIAL JOB DUTIES:

1. Assist with the maintenance and inventory of medical equipment.
2. Clean, stock and organize exam rooms and laboratory areas.
3. Checking patient care rooms routinely to ensure no sharps or instruments are left out, and that all instruments and appliances are turned off and safely secured.
4. Checking the medication cabinet and sample storage areas at the end of day to insure that they are locked.
5. Notifying the assigned person performing the supply ordering task of any needed supplies.
6. Stocking of the medicine cabinet with injectable, medications, syringes and needles and removal of any outdated supplies. Outdated supplies will be properly disposed of in the appropriate biohazard container (i.e. biohazard container, biohazard medication container, sharps container, etc.)
7. Perform other related duties, as needed.

SUPERVISION EXERCISED:

Externs and Students

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic nursing practices and medical assisting skills and the various types of materials and equipment related to outpatient care and their application.
- Knowledge of relevant medical terminology.
- Strong written and communication skills.
- Knowledge of records management, including control, protection of privacy and maintenance of records in a medical clinic setting.
- Knowledge about blood borne pathogens.
- Knowledge and experience in the area of patient referral and insurance authorization.
- Ability to instruct and assist patients effectively.

- Ability to perform routine clerical support work and ability to use computers and related software applications.
- Ability to understand and follow written and verbal instructions of medical care providers.
- Ability to work effectively with employees and health care clinic professionals.
- Ability to learn new procedures and information within a reasonable period of time.
- Ability to perform routine housekeeping/ stocking duties in relation to exam room.
- Ability to organize and prioritize workload assignments, such as prioritizing daily clinic operations and follow through on assignments.
- Ability to learn eClinicalWorks (eCW) electronic health records system.

REQUIREMENTS/ MINIMUM QUALIFICATIONS:

- High School diploma or GED required.
- Certification as a Medical Assistant
- Knowledge of medical terminology/ procedures, human anatomy and medical laws/ ethics.
- CPR certification required.

WORKING CONDITIONS:

Work is performed in a health clinic setting. Will work with blood-borne pathogens and will require OSHA training. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and RHC reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

LANGUAGE SKILLS: Ability to read, interpret and analyze general business periodicals, professional journals, technical procedures, or governmental regulations, such as safety rules, insurance contracts and Medi-Cal guidelines. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, write and speak in English proficiently.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, percentages and decimals. Ability to compute rate, ratio, and percent, and ability to draw and interpret bar graphs.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Microsoft Office software.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Possible frequent exposure to blood-borne and air-borne pathogens or infectious materials.

INDIAN PREFERENCE: Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, RHC is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability, or sexual orientation.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, bend, and stoop. Some light lifting is also required. Additional physical demands include use of full range of sense of hearing, speech, and vision. Employee will display manual dexterity as applicable. Finally, employee will pass all medical/employment physical examinations.

The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

FLSA STATUS: Non-exempt

DATE OF LAST REVIEW / REVISION: 03/17/2017

ASSIGNED SITE:

Signature

Date