



JOB DESCRIPTION

JOB TITLE: Medical Assistant (CMA)
REPORTS TO: Director of Clinical Operations
DEPARTMENT: Medical
LOCATION: Rolling Hills Clinic
706 Peach Street, Corning, CA 96021
2526 Sister Mary Columba Drive, Red Bluff, CA 96080
STATUS: Full-time, 100% FTE, Non-Exempt, 40 hours per week

*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with **the Band's Preference Policy, Chapter 1-715** of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

POSITION SUMMARY

The Medical Assistant (MA) is a non-certified position who performs basic administrative, clerical (front office) tasks and routine medical (back office) tasks and procedures under direct supervision of a licensed physician or designated mid-level providers in the medical office. The MA will assist the medical providers and may perform within the scope of practice of a medical assistant to include: placing patients in exam rooms, collect and record patient data including medications, height, weight and vital signs, pain rating, fall risk, prepare patients for clinician evaluation, apply and remove dressings, give injections, and other similar procedures.

DUTIES & RESPONSIBILITIES

1. Provides proper triage for patients.
2. Assists medical providers with procedures.
3. Monitors, maintains and provides appropriate follow-up flags and phone notes in EHR desktop.
4. Records patient medical history, vital statistics, or information such as test results in medical records. Charts pertinent data in EHR.
5. Prepares treatment rooms for patient examinations, keeping the rooms neat and clean. Stocks exam rooms to maintain par levels.
6. Interviews patients to obtain medical information and measure vital signs, weight, and height.
7. Shows patients to examination rooms and prepares them for the physician.
8. Prepares and administers medications as directed by a physician.
9. Collects blood, tissue or other laboratory specimens, logs specimens, and prepares them for testing.
10. Authorizes drug refills in adherence to scope of practice and refill protocol and provides prescription information to pharmacy.
11. Explains treatment procedures, medications, diets, or physicians' instructions to patients.
12. Cleans and sterilizes instruments and packs, disposes contaminated supplies.
13. Performs routine laboratory tests and sample analyses.
14. Assists with scheduling appointments, follow-up care, referrals and medication refills.
15. Returns calls to patients in a timely manner and places outgoing calls as indicated by Providers.

16. Assists team to maintain proper clinic flow.
17. Team Based Care – Clinical Care Collaboration – Works in collaboration and continuous partnership with providers, clinical staff, and community resources in a team approach to promote access to appropriate care in the goal of enhancing patient health.
18. Pre-Visit Team Based Planning – Reviews daily schedule and chart by care team, ensures documented instructions are written on the schedule, typed into the EHR appointment note, or in the EHR as a flag or clinical list update.
19. Ensures patient visit is more efficient by identifying: 1. Records from transitions of care are available during the patient visit. 2. Results from labs or diagnostic are in the EHR. 3. Labs or other services that are not specified in the standing orders protocols.
20. Participates in collaborative measures. Follows and initiates policy for standing orders.
21. Performs routine laboratory tests and sample analyses.
22. Assist with the initial admission of patients to the clinic, review 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.
23. Take routine vital signs of patients, including temperature, pulse, respiration, blood pressure and pulse oximetry.
24. May be required to work at more than one work site as determined by Rolling Hills Clinic staffing and clinic needs.
25. 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.)
26. 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 document results of testing in the patient chart.
27. Administer injections, immunizations and oral medications by mouth as ordered by the provider and document appropriately in the patient chart.
28. Performing visual acuities, hearing screening (using audiometer), spirometry testing with and without breathing treatments, EKG and nebulizer treatments as directed by a provider.
29. Preparing patients for examination or procedures including positioning, draping, shaving and disinfecting treatment sites.
30. Collecting and labeling specimens for outside laboratories, including but not limited to urine specimens and swab cultures.
31. Organize and set up appropriate procedural trays for providers.
32. Obtaining consents for procedures including patient sign consent form.
33. Assisting provider with procedures, minor surgeries, including but not limited to vasectomies, biopsies, sutures, pap smears, pelvic exams and ear lavage.
34. Assist in removing sutures or staples from superficial wounds as directed by a provider.
35. Assist in removing splints, and other external devices as directed by a provider and within their scope of practice.
36. Work with pediatrics, CHDP, VFC (maintain VFC records for minimum of 3 years).
37. 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).
38. 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.
39. Review provider instructions with patients regarding home care and return visits.

40. 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).
41. Daily Point of Care Testing for Quality Care and documentation in appropriate POCT logs.
42. 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.
43. 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.
44. Documenting and maintaining the Inventory/ outdate and patient given logs for sample storage areas.
45. Checking biohazard waste/sharps containers (Weekly or when needed) for disposal, Documenting and maintaining the Biohazard/sharps log.
46. Administering oxygen therapies per mask or nasal cannula as prescribed/directed by a provider.
47. Administering prescribed drops to nose, eye and ear as directed by a provider.
48. Applying antibiotic ointment to the inside of the lower eyelid as directed by a provider.
49. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
50. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
51. Other duties as assigned by Supervisor.

REQUIREMENTS

Minimum 18 years of age

MINIMUM QUALIFICATIONS

1. High School Diploma or general education degree (GED); Associates Degree in Medical Staff Services Management, Certified Medical Assistant training, and/or 3-4 years related experience and/or training, or the equivalent combination of education and experience.
2. Current BLS CPR certification.
3. Valid California driver's license
4. Must have strong organizational and multi-tasking skills.
5. Must be able to work well with others or alone, under minimal supervision.
6. Must be able to work well under pressure and strict deadlines.
7. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
8. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

WORK SCHEDULE

- Monday-Friday-occasional Saturday as required.

BACKGROUND CHECK REQUIREMENTS

Pre-employment Drug Testing and a Department of Justice Fingerprinting clearance through Federal, State and Child Abuse Index is a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

VACCINATION REQUIREMENTS

A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for Covid-19, TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

COVID RAPID TEST REQUIREMENT

To protect the welfare and safety of clients receiving services at Rolling Hills Clinic, you will be required to obtain a COVID Rapid Test onsite prior to date of hire.

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. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. Prolong periods of sitting a desk and working on a computer. Must be able to lift up to 50 pounds. Push patient weight in wheelchair. 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.

WORK ENVIRONMENT

The work environment is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. 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.

Employment with Rolling Hills Clinic is voluntarily. 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 any time 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. 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.