
Community Health Net Job Descriptions

Title: Medical Assistant

Original: March 2000

Department: Medical

Revised: July 2007

Reports To: Medical Coordinator

FLSA Status: Non -Exempt

Approval Signatures

Chief Executive Officer

Human Resources Chairman

Board Chairman

Summary

Under the direction of the Medical Clinical Coordinator, responsible for assisting the clinical function of the office with patient screening, phlebotomy activities, and stocking of supplies and equipment. All medical assistant duties assigned are pending training and successfully passing competencies. Supports office activities of registration, discharge, medical records, phone reception, and scheduling, as needed. Other related duties as assigned.

Primary Duties and Responsibilities

- Patient screening and reporting to include but not limited to, documentation and proper tracking of vitals, growth chart, reason for visit, domestic violence, HIV/AIDS testing, tobacco use, etc.
- Administers injections, immunizations, and associated quality controls
- Performs testing procedures such as but not limited to; patient urine dipstick, strep, occult and blood cultures.
- Maintain accurate labs and logs.
- Schedules referral appointments.
- Properly prepares equipment for providers use, set-up, sterilization, and clean-up of supplies. Cleans, sanitizes and prepares room for next visit.
- Maintain equipment in working order. Immediately Informs supervisor of issues of defective equipment/supplies.
- Immediate reporting of abnormal clinical or lab or lab results, to appropriate medical personnel, as per protocol.
- Proper notification of patient concerns to supervisor for event reporting.
- Maintains patient charts in an organized fashion, assists providers in patient chart preparation or prepares charts for providers, as needed.
- Maintains proper documentation in patient chart.
- Perform vision and hearing testing
- Assist nurses and Providers with exams, patient support, pap smears, minor surgical procedures, etc.
- Maintain supplies, as per office protocol.
- Stock exam rooms, lab, etc.
- Reports all safety problems to the Supervisor immediately.
- Takes messages, recovers phone messages from voice mail system, and distributes phone messages as per policy.
- Promote office flow and support for a timely patient visit. Timely notification of patients when Provider schedule is backed-up.

Medical Assistant

- Supports office activities as needed.

Work Environment

- Maintains supplies as per office standard.
- Maintains a safe, clean and organized work station.
- Understands that desk sharing is required at Community Health Net and responds accordingly by treating co-workers workspace with care and respect.

Interpersonal

- Establishes and maintains a cooperative relationship with patients, providers, co-workers.
- At all times exhibits positive client relationships and interpersonal skills, consistent to Community Health Net's Mission and Vision.
- Able to work in and promote a team environment.
- Always addresses patients, staff and providers in a professional, pleasant manner

Education/Development

- Maintains and advances educational and skill level including maintaining medical assistant certification and compliance with annual competencies. Also, attends educational sessions as required.
- Attends continuing education and staff meetings to improve job performance and skills.

Policies/Procedures

- Maintains confidentiality in all aspects of the position.
- Meet or exceed Community Health Net's Attendance and Punctuality Policy.
- Complies with all Community Health Net Policies and Procedures.

Physical Demands

Reasonable accommodations may be made to perform the essential physical functions.

- The employee is regularly required to move around health care facility, walking and climbing stairs to facilitate appointments and to obtain medical records.
- Ability to move or lift up to 50 pounds.

Supervisory Requirement

None

Requirements/Qualifications

Medical Assistant certification from accredited school or equivalent experience. Excellent communication skills, ability to multi task and confidentiality in handling patient and organizational information and PC skills mandatory. Must successfully complete medical assistant competencies in accordance with clinical policies/procedures. Bi-lingual preferred.

Education and/or Experience

Medical Assistant certification or equivalent related experience.

Certificates/ Licenses/ Registrations

CPR Certification.