



TITLE: MEDICAL ASSISTANT

REPORTS TO: PRACTICE MANAGER

SUPERVISES: NONE

REVISION DATE: 11/29/2017

GENERAL DESCRIPTION:

The position of Medical Assistant performs assistance to medical staff in the examination and treatment of patients under general supervision. All medical assistants actively participate in the Patient Care Team by pre-planning office visits, morning group huddles, educating patients and orienting them to improve their health.

SPECIFIC DUTIES:

1. Assists medical staff in the examination and treatment of patients, e.g. office visits, procedures.
2. Assists with direct patient care procedures and related tasks; checks in patients, assists in obtaining patient histories, takes vital signs, prepares charts, and assists with medical examinations; all part of the medical home experience at MyCare.
3. Maintains stocks of medical supplies as necessary in the exam rooms.
4. As ordered by the Provider, administers injections.
5. As ordered by the Provider, performs venipuncture blood draws and processes specimens according to required lab specifications.
6. As ordered by the Provider, performs CLIA waived testing according to CLIA and manufacture's guidelines.
7. Educates and advises patients on specified medical issues within established parameters, including: medication refills, laboratory, diagnostic results, appointments and hospital admissions.
8. Under the direction of a Physician, Nurse Practitioner or Physician Assistant, assists in all aspects of medication prescribing, e.g. prior authorizations, calling in refills, medication reconciliation.
9. Documents services delivered in a timely, accurate and prescribed manner, in compliance with the MyCare Health Center Quality Assurance Plan
10. Adheres to the Policies and Procedures, standards for service delivery and Code of Ethics established by MyCare Health Center
11. Practices all applicable safety, environmental, and infection control methods.
12. Assists in examination and treatment of patients under the direction of a medical provider.



13. Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height, BMI), records information, and documents in patients' electronic health record.
14. Prepares treatment rooms for examination of patients.
15. Informs and assists Provider/Supervisor of any patient that needs immediate medical attention.
16. Handles all phone calls in a timely and courteous manner.
17. Assist the supervisor as unusual problems arise.
18. Support staff in assigned project based work.
19. Other duties as assigned by immediate supervisor, including filling in at the front desk as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience and demonstrated ability working in a multi-cultural setting.
2. Ability to function effectively as part of a multi-disciplinary professional team delivering healthcare in a community setting.
3. Ability to effectively and efficiently utilize electronic health record.
4. Ability to organize and prioritize work appropriately.
5. Flexibility in days and hours available for scheduled work.
6. Must have the ability to transport wheelchair patients to various clinic locations.
7. Must be familiar with and practice HIPAA compliance.

MINIMUM QUALIFICATIONS:

1. Certified medical assistant highly desired.
2. Completion of a technical program for medical assisting is preferred.
3. Maintain up to date BLS certification.

EVALUATION PROCEDURES:

1. Peer review, feedback and evaluations
2. Team Leader evaluations
3. Patient feedback

WORKING CONDITIONS:

Clinical setting

OSHA Category 1 – Involves exposure to blood, body fluids, or tissues.

ACKNOWLEDGEMENT: