



MEDICAL ASSISTANT

JOB SUMMARY:

In accordance with certified training and the supervision of the Registered Nurse, the Medical Assistant performs a wide variety of patient care and office duties that include assisting physicians with examining and treating patients, managing patient health information, maintaining a safe environment of care, and maintaining inventories of supplies needed for patient care. Medical Assistants ensure the efficient and effective flow of patients during scheduled appointments through joint planning and problem solving with clinic and administrative staff and perform other related duties as assigned.

ESSENTIAL TASKS:

1. Responsible for knowing and following Center clinical policy and procedure, including charting and other paperwork, in providing all aspects of patient care, patient interviews, and preparation of patients for provider assessment and treatment;
2. Obtains all vital signs according to established procedure;
3. Prepares patients for examinations consistent with the purpose of their appointments;
4. Assists providers with exams of patients or any special procedures;
5. Performs screenings per provider guidelines and assisting provider/nurses with various procedures;
6. Performs supervised laboratory procedures approved by the Nurse Practitioner;
7. Clean patient examination areas, removing instruments and supplies, discard disposable supplies and instruments, disinfect exam room tables, treatment and lab surfaces daily and ensure that the rooms are ready for the next patient;
8. Prepares and sterilizes clinical instruments; reviews expiration dates for sterilized equipment and re-sterilize equipment as needed to ensure a readily available supply of sterile instruments;
9. Monitors and documents monitoring of medications and biologicals, determines whether records for tracking/monitoring expired and deteriorated medications and biologicals are accurate and updates such records in accordance with Center policy;
10. Utilizes and maintains medical equipment as directed (including use of autoclave and other equipment as directed).
11. Maintains and distributes medical supplies for all specialties; orders medical supplies as needed;
12. Assists Medical Records Assistant in scheduling patients and coordinating transportation.
13. Fulfills health information management responsibilities as assigned which may include.
14. Perform autoclave cleaning and testing;
15. Maintain clinical and business records, manually or using a computer;
16. Medical Assistants who work as s phlebotomists perform the following tasks.
17. Ensures that patient records are kept confidential consistent with the Health Center policies and procedures and HIPAA standards; monitors HIPAA compliance within the work environment;
18. Immediately reports any discovered or suspected fraud, waste, or abuse of Health Center funds to the Administrative Manager or Program Director.



19. Immediately reports any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Administrative Manager or Program Director.
21. Performs other job-related duties that may be assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

1. High School diploma or GED.
2. Graduation from a phlebotomy training program preferred;
3. Experience as a Medical Assistant in a community health center preferred.