

EL DORADO COUNTY COMMUNITY HEALTH CENTER

JOB DESCRIPTION

JOB TITLE: Medical Assistant
REPORT TO: Medical Assistant Supervisor
DIRECT REPORTS: None

JOB SUMMARY: The Medical Assistant will work within the El Dorado Community Health Center team based patient care environment under the general supervision of the Clinical Director, in collaboration with the Medical Director, and with daily schedule managed by the Medical Assistant Supervisor. The Medical Assistant is responsible for providing a variety of patient care activities to assist physicians, nurse practitioners and physician assistants in ensuring that medical care is delivered to all patients in a timely, dignified, and caring manner and within our team based model.

JOB DUTIES AND RESPONSIBILITIES

Medical Assistant may provide services and tasks as allowed in, Business and Professionals Code (BPC) Sections 2069-2071 Title 22 California Code of Regulations (CCR), Section 70217 (m) CCR, and Title 16 (CCR) sections 1366-1366.4. Under the supervision of a licensed physician, and podiatrist, or a physician assistant, nurse practitioner working under a physician's written instructions.

Clinical

1. Prepare the examination room for clients, keeping treatment rooms neat, clean and stocked.
2. Prepares client for provider visit:
 - a. Weigh and measure clients
 - b. Take client vital signs,
 - c. Follows CHDP periodicity recommendations for pediatric visits
 - d. Obtains patient intake information per center protocols.
 - e. Documents data in electronic medical record.
3. Assist provider with procedures and tests as needed.
4. Performs point of care testing as ordered by provider or by protocol.
5. Administer medications and adult or pediatric immunizations as ordered by providers.
6. Assume responsibility for continuity of client care activities including but not limited to sending out specimens, referring to specialists, calling back clients, making confirmation calls and scheduling appointments as needed.

7. Keep providers apprised of any client concerns during the time clients are in the clinic.
8. Complete, process and record patient paper and electronic forms as needed: Prior Authorizations, Treatment Authorization, DMV, WIC, school forms etc.
9. Manages “eCW jelly beans” setting up medication refills, following up on lab results, documents, and telephone encounters. Ensures that jelly beans are managed when co-workers or providers are out of the office.
10. Participates as needed during clinic emergencies.
11. Provide routine oral and written client instruction as directed by the provider.
12. Cleans and sterilize instruments, calibrate and complete quality control procedures, and routine care and cleaning of equipment.
13. Cleans children’s toys in waiting area and treatment areas.
14. Assist in interpreting non English-speaking clients if sufficiently proficient in the client’s language.
15. Other duties as assigned.

Community Contribution/Customer Satisfaction

1. Support and contribute to efforts to maintain and improve client satisfaction in all aspects of health care delivery.
2. Follows company policy regarding professional behavior and work habits.
3. Adheres to confidentiality and HIPAA requirements.

Safety

1. Follow all safety procedures and report unsafe conditions to ensure an injury-free work environment.
2. Use appropriate ergonomic measures to reduce risk of work-related injuries.
3. Utilizes proper body mechanics and Universal precautions

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
 - Community clinic or medical office operations.

- Pertinent federal, state and local laws and regulations regarding issues affecting licensed community clinics, e.g., OSHA requirements.
- Skills in:
 - Oral and written communication; bilingual (English/Spanish) preferred.
 - Organization of work and attention to detail.
 - Using standard medical office equipment and performing standard clinic medical and laboratory tests.
 - Using a computer for word processing, data entry and e-mail.
 - Full scope of practice for a Medical Assistant
- Ability to:
 - Share the EDCCHC mission and work well in a team environment.
 - Develop rapport and work with people of all ages, cultural, religious, social and ethnic backgrounds.
 - Be courteous and utilize professional behavior in all interactions with the public and staff.
 - Maintain a high level of confidentiality of client information.
 - Appropriately deal with difficult situations
 - Make decisions within certain prescribed limits according to Policies and Procedures.
 - Determine priorities in workload and meet established deadlines.
 - Work in a fast-paced environment with frequent interruptions and maintain a positive disposition at all times.
 - Be flexible in accepting, changing or carrying out assignments.

QUALIFICATIONS

To qualify for this position, an individual must possess any combination equivalent to sufficient experience and/or education that would likely produce the required knowledge, skill, and ability requirements listed above. A typical way to acquire the required qualifications would be:

Experience:

One year of experience in a medical office or fast-paced clinic performing medical assisting functions is preferred.

Education and Certification:

Completed Medical Assistant Education from an accredited teaching program.
Certified Medical Assistant, or Phlebotomist Certificate desirable.
Current CPR Certification required.

OTHER

Physical Requirements:

Normal health center/interior office environment. See, hear, talk, walk, sit and/or stand for long periods of time, reach, stoop, bend, lift and/or carry up to 25 lb., transfer clients of any weight; repetitive hand movement; use and view a computer, operate fax, copier, telephone; read and write English.

FLSA Status: Non-exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

I have read and understand the job description for my position of Medical Assistant.

Name

Date