



MEDICAL ASSISTANT

SUMMARY: Functions in conjunction with a medical provider, to assist in the provision of medical care and support clinical duties in a clinical setting. Under direct supervision of the RN Manager or designee, the medical assistant staff plays a critical role in the delivery of quality medical care within the context of a federally qualified health center.

SUPERVISOR: RN Manager

DUTIES AND RESPONSIBILITIES:

1. Perform routine administrative and clinical tasks to keep the FQHC running smoothly.
2. Administrative duties include: answering telephones, greeting patients, maintaining adequate inventories of medical supplies and vaccination stock, and following all procedures for opening and closing clinical services.
3. Clinical duties include: taking medical histories, recording vital signs, preparing patients for examination, preparing medications/vaccinations for administration, and assisting the physician during the examination.
4. Able to accurately prepare, administer and record medications.
5. Able to complete procedures directed by medical provider.
6. Assistants must be able to perform phlebotomy and gather adequate samples for all on site medical testing.
7. Collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments.
8. Arrange examination room instruments and equipment, maintain supplies and equipment, and keep waiting and examining rooms neat and clean.
9. Possess the knowledge & skills for the provision of patient care in the practice of primary health care that is age and culturally appropriate.
10. Understand the principles of growth and development of the life span.
11. Communicate effectively with patients and their families; interpreting patient data for care requirements after medical assessment.
12. Establish and maintain effective working relationships with other employees, patients and the general public.
13. Able to accurately schedule appointments as needed.
14. Able to follow up on referrals
15. Other clinical or clerical duties and responsibilities as assigned by the RN Manager.
16. Filling in on the Front Desk as needed.
17. Working at all AxessPointe locations when needed.

MINIMUM QUALIFICATIONS:

1. High school diploma or the equivalent.
2. Graduate of a formal program in medical assisting with proof of completion required (certificate or diploma).

LICENSES OR CERTIFICATIONS REQUIRED:

1. Current Basic Life Support Certificate.

COMPLIANCE:

This position requires compliance with AxessPointe Community Health Center's (API) written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

Failure to comply with API's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or API's Written Standards or, for managers and supervisors, fails to detect non-compliant conduct where reasonable efforts would have resulted in detection, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with API's Compliance Program Policy and Procedure: Addressing Instances of Non-Compliance through Appropriate Disciplinary Actions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and use hands to finger handle or feel; to talk; or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must be able to frequently lift up to 25 pounds. The employee may occasionally be required to lift 25 to 50 pounds; however, this is not essential; duties may be shifted to accommodate lifting restrictions.

WORK ENVIRONMENT:

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.

While performing the duties of this job, the employee is frequently required to use close vision (clear vision at 20 inches or less). The employee will occasionally be working near moving mechanical parts, be exposed to outdoor weather conditions and exposed to a risk of electrical shock while running the copier, printer, other standard equipment and answering the telephone. The noise level in the work environment is low to moderate. Stress level can be high at times.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

