

La Pine Community Health Center

Position: Certified Medical Assistant

Supervisor: Medical Support Manager

Effective Date: May 30, 2014

Position Summary:

The Medical Assistant is responsible for understanding the use of and maintenance of medical equipment, medications, and electronic health records. They assist health care providers with routine medical procedures. They assist in delivery of primary care in an ambulatory setting with emphasis on prevention and health maintenance. The Medical Assistant functions in accordance with established policies and procedures within their scope of practice. This position reports to the Medical Provider, Medical Director and the Medical Support Manager.

Duties and Responsibilities

- Interview patients to obtain medical information
- Show patients to examination rooms and prepare them for the provider
- Record patients' medical history, vital statistics and information such as test results in electronic medical records
- Explain treatment procedures, medications and providers instructions to patients
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean
- Clean and sterilize instruments and dispose of contaminated supplies
- Perform general office duties to include back up to answering telephones, and scheduling appointments
- Prepare and administer medications
- Perform other duties as assigned

Minimum Qualifications

- Possess excellent communication skills in person, on the phone, and in written communications
- Ability to learn quickly and be flexible in a rapidly growing and changing work environment
- Strong attention to detail
- Fosters and develops a collaborative team environment
- Exceptional customer service skills
- Good organizational skills with the ability to handle numerous details at once
- Capable of working independently and exercising good judgment in a variety of situations
- The ability to maintain confidentiality in business, personal and medical information
- Excellent listening skills
- Willingness to take initiative

Preferred Qualifications

- Intermediate level computer skills and ability to use Microsoft Windows, Explorer, Word and Excel
- Graduated from an accredited MA program and/or two years clinical experience

Physical Demands

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to assess the patients, comprehend written medical charts, medical information, work instructions, and to review, evaluate and prepare a variety of written documents and materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to assess patients, use medical equipment, operate computer equipment and other office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a medical and office environment
- Sufficient personal and physical capabilities, with or without reasonable accommodation, which permits the employee to make presentations to large and small groups
- Must be able to occasionally lift up to 30 pounds

Additional Requirements

- Submit to and pass a drug test
- Successfully complete a criminal background check

Working Conditions:

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.

Equal Employment Opportunity Statement

La Pine Community Health Center (LCHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. LCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

Receipt for Position Description:

I, _____ acknowledge I have read this job description and fully understand the requirements and expectations set forth therein. Furthermore, I have received a copy of this job description and I am able to complete all job responsibilities with or without reasonable accommodation.

Signature

Date