



UNITED INDIAN HEALTH SERVICES, INC.

Job Description

Job Title: Medical Assistant
Division: Clinical Services Division
Section: Ambulatory Services Section
Location: Humboldt or Del Norte assigned site
Shift: Monday - Friday, 8:00am to 5:00pm (Some evenings)
Report To: Medical Assistant Supervisor
Salary Table: Table 1 – Line Staff
Grade/Step: 04-04 to 08-10
FLSA Status: Non-Exempt/Hourly
Approved On: January 27, 2015
Revised On:

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 Review, Recommendation & Approval:

 Received by HR: 04/25/2013
 Approved by Director: 04/25/2013
 Approved by BOD: 01.27.15

SUMMARY:

The Medical Assistant assists in the examination and treatment of clients under the direction of the Physician or Primary Care Provider (PCP) by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Understand and comply with HIPAA and other regulations concerning client confidentiality.
- Greet clients in a courteous and friendly manner.
- Identifies clients using at least two identifiers
- Interviews clients, obtains vital signs such as pulse rate, temperature, blood pressure, weight, height, and records information in clients' records.
- Prepares clients according to needs.
- Prepares treatment rooms for examination of clients.
- Prepares equipment for appointment according to client / provider needs.
- Understands and uses sterile technique when needed.
- Assists Medical Providers in all established procedures performed in the clinical setting.
- Operates/performs electrocardiograph, Tympanometry, Snellen test, Spirometry and other equipment to administer routine diagnostic tests as needed.
- Performs specific injections (intramuscular and subcutaneous), immunizations and treatments as defined by clinic Policies and Procedures.
- Cleans and disinfects exam rooms and work areas in accordance with clinic policies.
- Responsible for the care and cleaning of all equipment used in accordance with clinic Policy and Procedure.
- Reports needs of supplies to appropriate personnel.

- Provides guidance for clients to designated areas for labs and referrals.
- Enters and retrieves data from the Electronic Health Record (EHR). This includes health summaries to help with visit planning, vital signs, allergies, chief complaints, and other needed information.
- Answers the phone in a courteous and friendly manner. Takes accurate messages and delivers them to the appropriate person in a timely manner.
- Communicates with clinic staff to facilitate efficient client flow and meet client needs.
- Communicates any emergency situation immediately to appropriate medical staff.
- Attends department meetings and other assigned meetings and trainings.
- Maintains a professional, organized, and clean working environment by following organizational policies, guidelines, and safety standards.
- Assists in development of departmental policies, procedures, and quality improvement activities as directed.
- Adheres to accreditation and compliance standards/guidelines.
- Demonstrates professional behavior and wears appropriate work attire.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: *Educational degrees must be from a US Department of Education accredited school.*

- Must have High School diploma or general education diploma (GED).
- Have current Basic Life Support (BLS) certification.
- Must be injection certified.
- Medical Assisting or Certified Nurse's Aide Certification or certificate of completion from a certified program (Medical Assisting Certificate preferred) or have two years direct experience as a medical assistant or other related experience. What qualifies as "other related experience" is at the discretion of the supervisor upon review of application and/or interview panel based upon applicant's response to interview questions.

Certifying agencies recognized by the state of California include American Association of Medical Assistants, American Medical Technologists, and California Certifying Board of Medical Assistants.

COMPUTER OPERATIONS

- Must have beginning personal computer skills, such as keyboard, electronic mail, word processing, etc.
- Must be able to learn an Electronic Health Records (EHR) system.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and Policy and Procedure manuals.
- Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, as well as decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to solve practical problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have valid Basic Life Support (BLS) Certification.
- Shall possess a valid driver's license.
- Must be able to be covered by agency's vehicle insurance and provide proof of valid private vehicle coverage.
- Must be injection certified.
- Medical Assisting Certificate of completion or Certified Nurse's Aide from a certified program within 6 months of hire (Medical Assisting Certificate preferred) or have two years direct experience as a medical assistant or other related experience. What qualifies as "other related experience" is at the discretion of the supervisor upon review of application and/or interview panel based upon applicant's response to interview questions. Must be injection certified.

OTHER HELPFUL SKILLS AND ABILITIES:

- Ability to operate standard medical equipment.
- Familiarity with medical terminology.
- Basic knowledge of GYN terminology.
- Must have good communication skills.
- Ability to operate standard office equipment (copier, fax, etc.).
- Must be able to work in a culturally sensitive area.
- Comply with all safety policies, practices and procedures.
- Report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts to achieve the Mission, Vision and Guiding principles of UIHS.
- Provide leadership to others through example and sharing of knowledge/skill.

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.

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Abilities		Lift/Carry Push / Pull		Push / Pull	
<i>Stand</i>	<i>F</i>	<i>10 lbs or less</i>	<i>F</i>	<i>12 lbs or less</i>	<i>F</i>
<i>Walk</i>	<i>F</i>	<i>11-20 lbs</i>	<i>O</i>	<i>13-25 lbs</i>	<i>F</i>
<i>Sit</i>	<i>O</i>	<i>21-50 lbs</i>	<i>O</i>	<i>26-40 lbs</i>	<i>O</i>
<i>Handling/Fingering</i>	<i>F</i>	<i>51-100 lbs</i>	<i>O</i>	<i>41-100 lbs</i>	<i>O</i>
<i>Reach Outward</i>	<i>F</i>	<i>Over 100 lbs. with assistance</i>	<i>O</i>		
<i>Reach Above Shoulder</i>	<i>O</i>				
<i>Climb</i>	<i>O</i>				
<i>Crawl</i>	<i>O</i>				
<i>Squat or Kneel</i>	<i>O</i>				
<i>Bend</i>	<i>O</i>				

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

United Indian Health Services, Inc. (UIHS) has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by UIHS as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee Signature

Date