JOB DESCRIPTION

CLASSIFICATION: Non Exempt

POSITION TITLE: Medical Assistant (I-II-III)

PROGRAM NAME/LOCATION: West Salem Clinic & Total Health Community Clinic 1233 Edgewater St NW/180 Atwater ST

EMPLOYMENT STATUS: Full Time

SUPERVISOR: Nursing Supervisor

FUNCTION:

Provide medical assistant duties in the Nursing Department.

SUPERVISORY DUTIES:

None.

GENERAL DUTIES:

1. Consistently performs specific assigned daily and general duties; meets deadlines.
2. Regularly attends and participates in assigned meetings.
3. Meets established attendance criteria and starts work promptly.
4. Knows and consistently implements the organization's mission and all approved policies, protocols and procedures.
5. Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission and HIPAA and Behavioral Healthcare Network.
6. Respects and acknowledges the organization's commitment to cultural diversity, which is expressed through behavior, language and actions.
7. Consistently demonstrates good use of time and resources.
8. Consistently interacts with clients and staff in a manner that reflects favorably on the organization and promotes teamwork.
9 Has kept all Expirable documents up to date with HR as applicable (I.e. driver license and auto insurance, CPR & Food Handler cards, immunizations, personnel update, annual safety quiz, etc.)

SPECIFIC DUTIES: (The first five are Core Competencies)

1 LEVEL I
   1. Communicate effectively in a professional manner with clients, staff, and providers.
   2. Demonstrates competency in rooming patients, performing vital signs and measurements (fills out growth chart as appropriate), obtains medical history and records information in EMR.
   3. Competent to perform vision and hearing checks and record them in the patient chart.
   4. Maintain clinic examination room supplies and cleaning. Prepare instruments and equipment for sterilization. Cleans and packages instruments for autoclaving and operates the autoclave.
   5. Competent in performing EKG’s, spirometry, and ear irrigation as needed.
   6. Demonstrates competence in performing SQ, IM, and Intradermal injections of authorized medication as ordered by the provider and following routine standing orders.
   7. Accurately calls in prescriptions as needed.
   8. Effectively communicates with patients/families and other members of health care team over the telephone.
   9. Schedules appointments as appropriate.
   10. Assist provider with patient examinations and procedures (minor surgery, casting, pelvic exams, nebulizer treatments, spirometry, colposcopy, etc). Make consent forms available to provider and document in Invasive Procedure log as appropriate.
   11. Demonstrate problem solving skills.
   12. Assists in maintaining accurate and complete records by updating the patients’ medical records

2 LEVEL II
   1. Minimum one year experience as a Medical Assistant.
   2. Proficient in execution of Level I Job Duties.
   3. Demonstrates initiative to keep clinic flow moving through effectively prioritizing work.
   4. Understand importance of personal contribution and demonstrates teamwork as team member of assigned POD.
   5. Show personal initiative to improve clinical outcomes.
   6. Serve as a preceptor for Student Medical Assistant.
   7. Assume additional assigned duties to help clinic maintain Joint Commission accreditation, VFC status and various grants.
   8. Demonstrate loyalty to the organization and its Mission.
LEVEL III

1. Proactive and proficient in execution of Level I and Level II Job Duties.
2. Demonstrates clear understanding of Patient Centered Population Centered Primary Case (PC3) model.
3. Serves as a resource to co-workers in use and navigation of EMR.
4. Provide on-the-job training/orientation for newly hired Medical Assistants and gives feedback to both new staff and Nursing Supervisor as to their progress during orientation.
5. Exhibit Leadership and serve as a member for Level I and Level II Medical Assistant staff.
6. Exhibits an exemplary attitude toward staff, patients and the public.
7. Assist other employees in workflow efficiency ideas.
8. Provide ongoing training for co-workers.
9. Work effectively with new medical providers and assist in developing their work flow and managing practice.

QUALIFICATIONS:

1. Education & training in a Medical Assistant/Nursing/Medical program that includes coursework pharmacology/administration of medications.
2. One year of experience in a medical clinic setting preferred.
3. CPR certified in infant, child, and adult.
4. Ability to work well in a group setting.
5. Knowledge and ability to perform patient care duties as assigned.
6. Ability to communicate and interact with all areas of the clinic.
7. Ability to deal with the public efficiently, courteously, politely, and effectively.
8. Ability to work flexible hours.
9. Ability to work with diverse cultures and lifestyles.
10. Valid Oregon Driver's License and proof of automobile insurance.
11. Bilingual MAs – Bilingual in English/another language and willing/able to interpreter as needed in clinic.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:

1. The physical activity of this position may include: climbing, stooping, kneeling, lifting, crouching, pushing, reaching, standing, and walking.
2. The worker is subject to inside environmental conditions.
3. Medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or to 10 pounds of force constantly to move objects.
4. Must wear scrubs or uniform.
HAZARDS OF POSITION:
1  The worker is exposed to infectious diseases.
2  The worker is exposed to unpredictable behavior.
3  TB testing – high risk
4  Hepatitis B testing – high risk