



POSITION DESCRIPTION

JOB TITLE: Medical Assistant

REPORTS TO: Lead Medical Assistant or Nurse

STATUS: Non-exempt (hourly)

LOCATION: Medical Clinic

ROLE: This individual is responsible for assisting medical providers with patient care and to perform laboratory functions.

JOB DUTIES:

- Prepare patients for examination, record vital signs, age, race, current complaint, medications, allergies, and immunizations for pediatric clients.
- Assist providers with patient exams, treatment and minor surgery.
- Administer certain medications, injections and immunizations under the supervision of the Medical Provider or RN.
- Explain nature of diagnostic tests and/or treatment to patient at medical providers request; instruct patients regarding preparation for tests ordered by physician.
- Obtain patient's signature on consent forms or permission to perform in-office procedures.
- Assist in collection of specimens and prepare them for transportation to laboratory or perform simple routine laboratory procedures as appropriate.
- Maintain laboratory log book. Record each patient's lab test(s) and results. Send lab results report cards to patients in timely manner. Note abnormal lab test results and ensure provider follow-up.
- Restock exam rooms with supplies daily; monitor and maintain inventory of medical, laboratory and laundry supplies as needed; dispose of contaminated and disposable items.
- Receive and organize handling of medication samples; check refrigerator daily & weekly.
- Be knowledgeable of family planning information so as to provide instruction to patients as requested by nurse.
- Attend and participate in staff meetings and committees.
- Other duties and responsibilities as requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

To be an exceptional community health care model that sets the standards for wellness.

Medical Assistant Position Description

Revised 5-1-2017

- Confidence, professional judgment, and grace under pressure.
- Works well both independently and as part of a team.
- Good verbal and written communication skills.
- Flexibility--nimble in response to an evolving workload.
- Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
- Excellent time management and organizational skills.
- Attention to detail.
- Able to read, understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff.
- Commitment to the SCHS mission and staff values.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited Medical Assistant program, CMA certification preferred, but not required.
- At least one year of related experience.
- Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

Name

Signature

Date