



JOB DESCRIPTION

Job Title: Medical Assistant/Certified Nurses Aid
F.L.S.A. Status: Non-Exempt

Position Summary

Assists in the delivery of patient care by applying medical knowledge to assist patients in the clinical setting. These functions contribute to meeting the health care, safety and comfort needs of patients, and are performed in accordance with all existing regulatory, state and company standards, policies, and procedures. Duties of a Medical Assistant can vary from Division to Division.

Key Accountabilities (includes some/all the following functions, based on departmental needs)

- Performs clinical and administrative duties.
- May perform variety of tests, including but not limited to – finger sticks, urine checks, EKG, PFT, set up home sleep studies, may run pacemaker and Coumadin clinic, draw up vaccine but not inject.
- Performs callbacks and triages calls to appropriate recipients.
- Under direction of the Physician/Provider assists with prescription requests.
- Prepares patients for examinations and treatments, including x-rays and labs.
- Take vital signs including blood pressure, respiration, height, weight, temperature, and pulse. May also draw blood.
- Starts electronic health record (EHR) note for the provider – reason for visit, problem list, patient history, medications, allergies, vitals.
- Prepare, stock and clean the exam and treatment rooms.
- Prepares Lab specimens for transport.
- Prepares and maintains supplies and equipment for treatments, including sterilization of equipment.
- Assists physician in preparing for minor surgeries, treatments and physicals.
- Follows up on results of laboratory tests and x-rays.
- Orders and maintains clinical supplies.
- Schedule appropriate follow-up appointments and treatments.
- Maintains patient EHR, files and other information.
- Follows policies and procedures to ensure patient care.
- Attends required staff meetings.
- Maintains strict patient confidentiality.
- Adheres to OSHA regulations.
- Performs other duties as requested.

Relationships (Reports to, Supervises)

- Reports to the Clinical Supervisor or Practice Manager.
- Establishes and maintains effective working relationships with patients, co-workers, Physicians, and the public.

Qualifications (Education, Experience, Additional Skills & Requirements)

- High School graduate or equivalent.
- Good computer and math skills.
- Graduate from an accredited Medical Assistant program/CNA Certification will be considered.
- Knowledge of medical terminology.
- Attend and complete clinical requirements including (but not limited to) Blood Borne Pathogen annual training.
- Follow safety procedures as indicated in the departmental and organizational Emergency Action Plan.
- Ability to work effectively and professionally under pressure.
- Ability to work in a team and to share responsibilities and duties.
- Ability to resolve interpersonal conflict in a straightforward and timely manner.
- Ability to set priorities, be organized and be a self-starter.
- Ability to be friendly, empathic and an adept communicator.
- Ability to treat both staff and patients with respect.

Working Conditions, Physical Requirements

- Support function will occur within various clinical settings and work spaces.
- Incumbent may be required to work at any facility based on operation need, and schedule may vary.
- Travel may be required to various practice locations requiring the ability to drive, a valid driver's license and use of own reliable transportation.
- Physical activity will include walking, standing, and sitting.
- Physical demands may also include lifting and carrying equipment up to 30 lbs. or providing physical assistance to patients.
- Other physical requirements include speaking and hearing ability sufficient to communicate effectively by phone or in person at normal volumes; vision adequate to read correspondence, computer screen, forms, etc.; and good manual dexterity.

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.