



Employee:		D.O.H.	
Job Title:	Medical Assistant	Department:	Back Office
Reports To:	Back Office Supervisor	FLSA Status:	Non-Exempt
Prepared by:	Human Resources	Prepared Date:	February 2019
Job Description			

Job Purpose

Under medical supervision, performs a variety of clinic support functions for professional staff.

Essential Duties and Responsibilities include performing all duties in accordance with applicable company, safety, patient, and regulatory requirements. Duties include the following, other duties may be assigned:

1. Reviews patient records in Cerner prior to examination
2. Performs routine procedures (dipstick urinalysis, midstream clean catch, sterile urine dip and spin, collection of stool and sputum specimens)
3. Assists with collection/disposition of throat, wound and GC cultures and Pap smears; assists with stool blood testing and Sneller and Ishihara's vision testing; assists with blood pressure testing; and height/weight/temperature measurements, head circumference and body length measurements
4. Prepares patient for examination/treatment
5. Anticipates and addresses patient/provider's needs in a timely manner to improve patient flow
6. Performs exit procedures including scheduling of follow up appointments
7. Makes appropriate entries in patient medical records timely and accurately
8. Administration of immunizations as per provider's specific written instructions
9. Prepare and administer medications (including oral, subcutaneous, and intramuscular) to patient after verification by a physician or another appropriate licensed person.
10. Performs CLIA waived testing after obtaining and maintaining annual competency.
11. Assists with maintenance of clinical area including (but not limited to) setting up and stocking clinic, inventory and ordering supplies.
12. Comply and keep current with accreditation standards and federal, state and local regulatory requirements
13. Answers patient inquiries either in person or via telephone and schedules appointments with providers as necessary
14. Other duties as assigned.

Skills/Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description 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.

Working knowledge of clinic duties; standard physical screening; medical office procedures. Ability to effectively communicate with patients, other employees, and the public. Treating everyone with dignity and respect.

Education/Experience:

Clinic Medical Assistant Requires a Medical Assistant Certificate from an approved medical assistant training program (such as is offered by a private or non-profit vocational training program, adult education or community college program etc.) The Medical Assistant Certificate must be provided to employer. CPR Certification is required within thirty days of employment.

Physical Demands

The physical capabilities described here are required in order to perform the essential functions of this job. Reasonable accommodations that do not result in undue hardship may be made if they enable individuals with disabilities to perform the essential functions.

Physical Demands	Never	Occasional 1-33%/.25-3 hours	Frequent 34-66%/3-5 hours	Constant 67-100%/5-8 hours
General				
Sit			X	
Stand				X
Walk				X
Drive		X		
Climb	X			
Reach desk level			X	
Reach overhead		X		
Reach floor		X		
Balance	X			
Stoop		X		
Kneel		X		
Crouch		X		
Crawl		X		
Lift/Reach			X	
Fine Manipulation			X	
Grasping		X		
Talk/hear				X
Close vision (20" or less)			X	
Distance vision (20' or more)			X	
Color vision			X	
Peripheral Vision		X		
Ability to adjust focus		X		
Lift 1-10 lbs		X		
Lift 11-20 lbs		X		
Lift 21-50 lbs		X		
Carry		X		
Push		X		
Pull		X		
Rotational push/pull		X		
Manipulative Ability		X		
Object Handling		X		
Fingering			X	
Simple hand grasp			X	
Firm hand grasp		X		
Fine/gross manipulation			X	

Safety

Must be able to wear personal protective equipment appropriate for the work environment in accordance with safety policies.

Language Skills

Ability to effectively present information and respond to questions from coworkers, managers, patients, regulatory agencies, and the general public. Ability to speak effectively with individuals at all levels within and external to the company. Bilingual English/Spanish Preferred.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Work Behaviors

Ability to adhere to high standards of behavior and performance:

- Dependability* – follows instructions; completes tasks on time; takes responsibility for actions; is consistently at work and on time
- Performance/Quality* - aligns behavior with company and patient needs, priorities and goals
- Honesty/Integrity* – performs tasks honestly and ethically

Supervisory Responsibilities

None

I have reviewed the job requirements and they have been discussed with me. I understand the performance expected of me. Additionally, I understand my obligation to adhere to West Ventura Medical Clinic, Inc.'s policies, compliance and HIPAA policies and procedures. I also understand that my work is performed in a clinic and community setting requiring constant contact with patients and the public. The above job description is intended to describe the general nature and level of work being performed by an employee assigned this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I understand and agree that nothing in this job description creates, or is intended to create, a promise or representation of continued employment and that employment at West Ventura Medical Clinic, Inc. is employment at will, which may be terminated at the will of either West Ventura Medical Clinic, Inc. or myself.

Employee Signature

Date

Printed Name

HR Representative Signature