



Medical Assistant Position Description

Employee: _____

Date of Hire: _____

Positions Supervised: N/A

Supervisor: _____

Status: Full Time

Classification: Hourly, Non-Exempt

Last Revised: 3/19/2019

Position Summary: Under the general supervision of the health care provider and Office Manager, the Medical Assistant is responsible for general clinical and procedural patient care.

Primary Duties:

- Prepare examination rooms for patients, keeping the rooms neat and clean.
- Show patient to examination room and interviews patient to obtain an appropriate history, current medical information, chief complaint, reconcile current medications, vital signs, etc
- As directed by the provider(s), provides health education, prepares for and independently performs procedures and/or testing which may include venipuncture, administration of injections/immunizations, pulmonary function tests, ear irrigations, hot/cold packs, EKGs, breathing treatment, lab testing, dressing changes, wound cleaning, hearing and vision tests, etc.
- Documents all patient encounter information accurately and concisely using appropriate medical terminology within the electronic health record (EHR).
- Referral, lab and diagnostic tracking responsibilities as assigned by the Office Manager.
- Maintains confidentiality of all patient information and adheres to policies/safety practices as established by FCHC.
- Other duties as may be assigned from time to time.

Competencies/Skills:

- Demonstrates strong oral expression and comprehension.
- Demonstrates ability to work in a team environment.
- Demonstrates ability to obtain vitals, perform all in-house testing and procedures and administration of immunizations and injections.
- Demonstrates proper sterilization and infection control practices.
- Develops and maintains skill level on appropriate computer systems including NextGen, i2i, Outlook and Microsoft Office Suite, specifically Word and Excel.
- Demonstrates understanding and importance of accurately recording patient encounter information in the appropriate fields and templates within the EHR.
- Demonstrates ability to assess patient flow and is attentive to the needs of the patient and clinician.
- Ability to manage time effectively.
- Applies professionalism to all interactions with health center patients, employees, providers, contractors and vendors.
- Demonstrates dependability through good attendance and punctuality.
- Willingness to learn, embrace change and maintain a positive attitude.

Experience, education/training and licensure:

- High school diploma or G.E.D. equivalent.
- Completion of an accredited medical assistant program.
- Current Medical Assistant certification or registration.
- Current Basic Life Support certification.
- 1 year of experience in ambulatory primary care or related office setting.
- 1 year of Electronic Health Record (EHR) experience preferred.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS:

Must be able to push, pull and assist in lifting up to 50 lbs. May be exposed to loud noises. Must be able to stand and sit for extended periods of time, stoop, bend, reach, show manual dexterity, and clearly communicate with office personnel and external customers. May be exposed to blood and bodily fluids.

_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Chief Executive Officer	_____ Date

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all position within this class will perform all of the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.