

## Medical Assistant

### Duties

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#### Job Summary:

- Under the direction of a health care provider, The Medical Assistant will assist in providing care to patients while promoting safety and wellbeing for the population served.
- Collaborates with other professional disciplines to ensure effective and efficient patient care delivery and the achievement of desired patient outcomes.
- The Medical Assistant adheres to all applicable state and federal laws, regulatory agencies, and quality performance guidelines.
- Performs general administrative and patient care tasks in accordance with the Scope of Practice, and other established policies and procedures.
- Possesses the ability to communicate effectively and diplomatically within a multi-disciplinary care team.
- Greet and prepare patients for the health care provider while maintaining a positive and caring attitude.
- Attentive to patient's needs, coordinates care, administers care, and documents appropriately.
- Provides for patient safety and protection of patient privacy rights by observing HIPAA regulations.
- Obtains and record patient information; vital signs, height, weight, allergies, current medications, medical history, and chief complaint, etc.
- Demonstrates knowledge of examination, diagnostic and treatment room procedures.
- May be required to draw and collect blood samples and prepare specimens for laboratory analysis.
- Per Provider request, may perform routine tests including but not limited to EKG's, hearing and vision screens.
- Schedules patients for diagnostic testing and follow up as appropriate to ensure completion of testing.
- Communicates test results to patients and establish plan of care by phone or mail as directed by the Provider.
- Documents patient plan(s) of care, tests and examination results in the medical record as directed by the provider.
- Prepares, clean and sterilize instruments and maintain equipment; stock patient exam rooms while maintaining cleanliness and organization, and dispose of contaminated items according to protocol.

- Administers ordered medications and/or vaccines via oral, injection, topical, rectal, ophthalmic, and/or inhalant administration.
- Escalates non-routine issues, questions and/or concerns to the practice manager and/or healthcare provider(s).
- Ensures safety checklists/quality controls are completed as required.
- Demonstrates sound judgment and composure with the ability to take appropriate action in questionable or emergency situations.
- Promotes mission, vision, and values of SCL Health, and abides by service behavior standards.
- Performs other duties as assigned.

## **Skills**

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### Required Skills & Experience:

- Regular attendance to perform work on site during regularly scheduled business hours or scheduled shifts is required.
- Able to understand and apply information, policies, procedures and skills required by the position.
- Possess knowledge of the meaning and use of medical terminology and abbreviations.
- Knowledge of medical practice and care to assist in providing safe, quality patient care.
- Knowledge of examination, diagnostic and treatment procedures as well as medical equipment and instruments used in administering patient care.
- Proficiency utilizing various computer software programs, i.e.: Microsoft Office Suite, Electronic Health Records.
- Three (3) months previous experience within a healthcare setting is required.
- Ability to successfully function in a fast paced, service oriented environment.
- Strong organizational skills and attention to detail and accuracy.

### Preferred Skills & Experience:

- One (1) year Medical Assistant experience is preferred.

## **Education**

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### Required Education:

- High school diploma or equivalent.
- Graduated from an accredited Medical Assistant program and/or be a certified Medical Assistant.

Preferred Education:

-N/A

Required Certifications & Licensure:

-BLS - American Heart Association.

Preferred Certifications & Licensure:

-Successful completion of an Accredited National Certification Exam (ie: AAMA or AMT) for Certified Medical Assistants (CMA) or Registered Medical Assistant (RMA).