**Medical Assistant I**

**Position Description**

Reports to: Clinic Director Department: Clinics

Classification: Union

Date: May 3, 2019

**JOB SUMMARY:**

Assists in providing patient care and performs a variety of procedures and assessment duties, including vital signs, EKG and Oximetry testing. Performs phlebotomy, administers injections and may provide Holter monitor placement. Records and updates information in patient’s electronic medical record. Ensures supplies are adequately stocked and outdates are pulled from supply areas. Assists the provider as necessary. Does authorizations/referrals as requested by provider.

**ESSENTIAL FUNCTIONS: – *Note: Some essential functions may vary according to clinic location, relative equipment and patient needs.***

1. Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
2. Ushers patients to exam room, and prepares them to see the provider by obtaining and documenting symptoms & duration, allergy and medication information and updating in electronic health record.
3. Obtains and documents patients’ vital signs including height, weight, temperature, blood pressure, pulse, respiration & pulse oximetry.
4. May obtain collection of blood specimens.
5. Performs EKGs as requested.
6. Conducts vision and hearing tests, administers nebulizer treatments and allergy and therapeutic injections, performs dressing changes, and urinalysis assessment.
7. Administers injections as directed by provider.
8. Assists provider with examinations, procedures, and other processes related to direct patient care.
9. Sends information/records to specialists and other providers as directed.
10. Gathers and disposes of trash and waste materials, removes waste and soiled linens from work area and places them in specified bags or containers.
11. Performs terminal cleaning procedures of patient rooms and prepares room for new occupant; follows infection control procedures.
12. Assists with care and maintenance of department equipment and supplies.
13. Ensures an adequate stock of supplies and medication, checks for proper functioning of equipment, and performs inventory and outdated medication checks under direction of Medical Assistants II or provider.
14. Demonstrates knowledge and skills necessary to provide age appropriate care of patients ranging from newborn to geriatric.
15. Participates in educational programs and in-service meetings.
16. Obtains Authorizations for testing procedures and sets up referral appointments as necessary if Referral Authorization Specialist unavailable.
17. Keeps provider on a timely schedule to minimize time patients spend in waiting room.
18. Attends meetings as required.
19. Does housekeeping as requested.
20. Reviews electronic medical record for labs, prescription refills, etc.
21. Calls patients with lab reports as requested by provider.
22. Screens patients on the telephone for need to be seen.
23. If assigned (Irrigon Medical Clinic), performs limited X-rays as per license and prepares images for review by provider. Responsible for daily care and maintenance of X-Ray equipment and report any needed repairs to department head.
24. May be trained to assist with testing/procedures performed at Pioneer Memorial Hospital.
25. Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES:**

Provides and gives cooperative and courteous service to patients, visitors, and fellow staff members in a timely manner. Maintains patient and clinic confidentiality, follows all HIPAA and other District policies. Performs other related duties as assigned or requested.

**POSITION QUALIFICATIONS:**

1. Minimum high school graduate or equivalent with prior medical

Experience, electronic medical record experience preferred.

1. Possess a certificate from an accredited facility showing limited X-Ray

Certification if assigned (Irrigon Medical Clinic only).

1. Possess good interpersonal skills and the ability to communicate clearly orally and

in writing; effectively relate to patients, visitors and other staff members.

1. Demonstrate good assessment skills.
2. Ability to work as an effective team member in a highly organized and efficient

manner.

1. Ability to learn a variety of skills.
2. Ability to prioritize duties.
3. Ability to concentrate on detail with constant interruptions.

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**WORKING CONDITIONS:**

1. Sitting, walking, standing, bending, lifting and assisting with moving patients throughout the day.

2. Manual dexterity for manipulating tools, instruments, equipment on a regular basis.

3. Subject to exposure to infectious substances and contagious diseases, blood, body fluids, odors, hazardous chemicals.

4. Subject to hostile and emotionally upset patients and family members.

*I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.*

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Signature of Employee Date