



Job Title: Medical Assistant

Job Code: 2070

Status: Non-Exempt

Reports to: Practice Supervisor or Practice Manager

Supervisory Responsibility: None

Job Summary: To assist patients and providers by providing a broad range of clinical and administrative functions to the clinic.

Essential Functions:

- Ready the exam room with the appropriate equipment before patient visits. Set up all procedures and assist the provider during the patient visit as needed.
- Room patients, prepare them for the provider, and discharge them as per written protocol.
- Per provider order and/or standing orders, perform POC (Point of Care) tests.
- Perform venipuncture for blood collection.
- Administer and chart subcutaneous (SC), intramuscular (IM), or intradermal (ID) injections and/or vaccinations, and medications per provider order or standing orders.
- Maintain required education for and working knowledge of VFC (Vaccines for Children) or other vaccination programs clinic participates in.
- Set up patient oxygen and administer O2 to patient via appropriate delivery and perform 3-point testing for oxygen recertification.
- Keep assigned rooms cleaned after each patient and stocked appropriately and assist with maintenance of inventory as assigned.
- Manage prescription refill requests.
- Follow up on prescriptions, lab orders, and testing
- Pre-visit plan for upcoming scheduled days.
- Makes appointments for patients as needed.
- Maintain quality of care.
- Participation in clinic quality improvement plans
- Assists in orienting new medical assistant team members to clinic protocols and workflows.
- Perform other duties as assigned.

**Competencies:**

- Good Proficiency and navigation PC application included but not limited to MicroSoft suite of products and EMR systems
- Ability to multitask while actively listening
- Excellent keyboarding skills
- Proper phone etiquette and articulate speech
- Effective communication skills and the ability to build rapport with the patients, outside professionals and staff
- Ability to work in a PCHM team model of care

Required Education/Experience:

- High school diploma or equivalent
- 1+ years working in a clinical setting
- Medical Terminology

Preferred Education/ Experience:

- Completion of a Certified Medical Assistant Program
- Bilingual Spanish/English

Additional Eligibility:

This position resides in a medical facility therefore, employee must obtain or show proof of the following vaccines prior to first day.

- TDAP (up to date booster)
- MMR series
- Varicella
- HEP B series
- Flu
- TB Screening
- COVID -19

Work Environment:

This position performs duties in a healthcare facility setting. This may include performing duties within the view of patients or members of the public.

Physical Demands:

Physical Actions	Frequency % of time
Sitting	20
Standing	40
Walking	30
Lifting	10
Climbing	0
Pulling	0
Pushing	0
Cramped or Confined Space	0

Materials / Equipment Involved:

- Desktop Computer
- Phone System
- Copier and Fax
- Medical Supplies
- Medical Tools
- Electronic Medical Records

Disclaimer:

I have reviewed these job requirements. I am aware that my position has specific competencies related to it and that these competencies must be completed within the prescribed period.

Employee Signature

Date