

COAST COMMUNITY HEALTH CENTER

Position Title: Medical Assistant

Status: Hourly, Non-Exempt

Supervisor: Clinical Site Manager

Position Summary: Assists providers and clinical team in offering the highest quality patient care. Duties include performing initial clinical evaluations as well as directed procedures working with physicians and nurse practitioners (FNP). The MA prepares patients for new patient encounters and continued medical evaluation by physicians, FNPs by taking a brief history, establishing vital signs, appropriate documentation and recognizing levels of acuity allowing appropriate medical intervention when necessary.

Essential Functions of the Medical Assistant:

- Promptly greets patients when entering waiting area, exam room, or laboratory.
- Effectively communicates with patients on wait times; provides direction to the next step in the treatment process.
- Assists Patient Services team with patient check in/out procedures when necessary.
- Obtains and accurately documents patient vital signs and weight, takes brief history, past medical, family and social history, current medications, allergies and other pertinent historical information as appropriate.
- Follows documentation procedures and completes required electronic input related to patient visit.
- Assists with patient transfers or referrals to other clinics and specialists.
- Assists Providers with procedures directly supervised by the physician/FNP.
- Coordinates lab procedures under the supervision of the physician/FNP and ensures timely follow up regarding lab results.
- Provides solutions to patient problems and recognizes and seeks help in emergent/hazardous situations.
- Executes follow-up calls with sense of urgency
- Ensures that equipment is in proper working order and reports any malfunctions to the Center Management
- Maintains examination room and stocks if necessary.
- Adheres to infection control/safety guidelines and patient confidentiality policies.
- Phlebotomy, injections, medical procedures and laboratory procedures appropriate for level of training under the direction of the Medical Director.
- Performs other duties as assigned.

Education and Experience:

- Electronic Medical Records (EMR) experience required.
- Minimum of 3 years experience as a Medical Assistant
- Ability to work in fast-paced environment working as part of a collaborative team
- Possess effective communication and decision making skills.
- Demonstrate emphasis on excellent customer service, ability to multi-task,
- Demonstrate accuracy, timeliness, and attention to detail.
- Takes initiative, creative, has problem solving ability, is adaptable, and flexible.
- Graduate from an accredited Medical Assistant program preferred
- High school diploma or equivalent
- CPR and First Aid certified

Employer will perform background check and pre-employment drug screen

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk, listen, handle objects, tools, controls, and equipment, Employee must reach and bend, stand and walk, kneel and bend extended periods of time. The employee must occasionally physically assist persons, lift and/or move more than 25 pounds.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.

Employee Signature

Date