

COAST COMMUNITY HEALTH CENTER

Position Title: Medical Assistant

Status: Hourly, Non-Exempt

Supervisor: Clinical Nurse Manager

Position Summary: Assists providers and clinical team in offering the highest quality patient care.

Essential Functions of the Medical Assistant:

- Greets patients and escorts them to the examination room
- Provides gowns or drapes / prepares patient for medical encounter
- Verifies and updates patient information by interviewing patient and confirming purpose of visit
- Takes and records height, weight, blood pressure, pulse, respirations, temperature, and O₂ saturation
- Arranges examination equipment/supplies and/or equipment
- Assists providers during examination as directed
- Medication/immunization administration
- Completes lab slips and other paperwork as needed
- Follows universal precautions to protect self and patients
- Keeps supplies ready by inventorying stock, placing orders, and verifying receipt
- Assists providers and staff with patient medication prescriptions
- Collects lab specimens and performs CLIA lab test as directed
- Completes referral forms and other inter-agency documents as directed
- Provides information and education to patients regarding CCHC services
- Provides assistance to providers as requested
- Follows protocols/guidelines and standing orders of providers
- Assist with vaccine outreach along with school drug testing
- Maintains patient confidentiality at all times
- Perform other duties as assigned

Education and Experience:

- Current CPR/First Aid certification
- Current certification as Medical Assistant is preferable
- Three years experience in primary care clinical or outpatient setting
- Must possess strong customer service skills and respectful approach to patient care
- Considerable skill is necessary in multi-tasking, prioritizing tasks, and medical teamwork

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