

MATHIESEN MEMORIAL HEALTH CLINIC

Job Description

Position Summary

Works within a patient-centered team-based care environment to provide excellent patient care services within scope of practice as established by the Medical Board of California. The MA will keep the on-site care of the patient flowing throughout the day, helping the patient navigate through their office visit by rooming the patient, collecting vital signs and collecting information from the patient to complete screening questions necessary for the provider.

Essential Duties/Primary Responsibilities

- Adheres to the Mathiesen's Mission, Vision, and Values, Standards of Conduct, HIPAA and Infection Control principles/Universal Precautions.
- Coordinates duties with and from licensed providers and Clinic Administrator
- Returning phone calls
- Collects specimens and perform various lab tests, screening and phlebotomy testing procedures consistent with training and clinic policies.
- Prepares patients for procedures, does set up for procedures and assists provider as delegated.
- Provides patient the referral/s, instructions and education as requested by the MAT Patient Care Coordinator.
- Records results of treatment and responses to care in the EHR, consistent with Mathiesen's protocols/requirements.
- Performs emergency first aid and CPR when delegated.
- Assists in facility management including keeping patient areas clean and safe.
- Cleans and autoclaves instruments; logs autoclaving testing as per protocol.
- Assists with maintenance and inventory of medical equipment and supplies, and restocks exam rooms.
- Creates appointment access for patients referred for same day visit, as requested by providers.
- Checks EHR frequently for messages from providers, and contacts patients by phone to communicate test results.

Addition Duties

- May conduct audio and vision screenings.
- Demonstrates excellent teamwork skills.
- Works collaboratively with other personnel to process and complete the patient encounter
- Communicates effectively with care team throughout the day.
- Participates in staff education and training activities as required (annual trainings, communication, care coordination, population management and program evaluation).
- Effectively trains and mentors new hires as requested.
- Accepts other job duties as assigned and as delegated.

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- Processes test results, medical documents, and insurance forms as assigned.
- Directs forms to the appropriate departments.
- Reviews faxes, phone messages, tasks and emails daily and directs to appropriate departments.

Education and Skills

- High School Diploma or equivalent
- Current CPR certificate
- Current Medical Assistant licensure
- Current Certified Phlebotomy Technician certificate (preferred, but not mandated)
- Maintains Basic Life Support (CPR) trainings, keeps current CPR certificate.
- Basic MA procedures and medical terminology
- Basic computer and data entry skills
- Excellent communication and customer service skills

Qualifications

- Knowledge of Infection Control/Universal precautions
- Knowledge of various clerical tasks
- Communicate professionally and effectively.
- Knowledge of various tools and equipment used by primary care providers
- Knowledge of confidential rules regarding medical information as well as the Privacy Act, HIPPA educated preferred
- Handle multiple priorities
- Efficiently work in a team environment
- Utilize EHR after initial training with few errors.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle and feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to deal with time

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constraints, emotional stress and exposure to body fluids and viruses are also essential functions of this job.

Work environment

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the American with Disability Act (ADA).