



MATHIESEN MEMORIAL HEALTH CLINIC

Job Title	Medical Assistant (MA)
Reports To	Clinic Administrator
FLSA Status	Exempt
Salary Range	\$19-\$29.57 per hour

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 Medical Assistant 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

- Adheres to 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.
- Returns phone calls in a timely manner.
- Collects specimens and performs various lab tests, screenings, and phlebotomy testing procedures consistent with training and clinic policies.
- Prepares patients for procedures, sets up for procedures and assists provider as delegated.
- 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.
- Participates in staff education and training activities as required (annual training, 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.
- Adheres to MA scope of practice as described by the Medical Board of California.
- Reviews faxes, phone messages, tasks, and emails daily and directs to appropriate departments.
- Demonstrates excellent teamwork skills.
- Works collaboratively with other personnel to process and complete the patient encounter.
- Communicates effectively with care team throughout the day.

Education and Qualifications



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- 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 teamwork, communication, and customer service skills

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 this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

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

Working conditions

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles, potential risk to airborne pathogens. Exposure to body fluids and viruses are also potential hazards of this job. 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 Americans with Disabilities Act (ADA).



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Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by (sign): _____

Print Name: _____ Date: _____

Supervisor or HR Signature:

Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.

Department:	<i>Primary Care</i>
Approved by:	<i>Chief Executive Officer</i>
Date Approved:	