

MATHIESEN MEMORIAL HEALTH CLINIC

Job Description

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|------------------------|--------------------------|------------------------|----------------------|
| Position Title: | MEDICAL ASSISTANT | Department: | Mathiesen Memorial |
| FLSA Status: | Non-exempt, Full-Time | Supervisor: | Clinic Administrator |
| Salary Range: | | Effective Date: | Original 1/23/2008 |
| Approved By: | CEO | | Revised 06/28/2020 |
| | | | Revised 6/28/2021 |

Position Summary

The Medical Assistant works within a patient-centered team-based environment at Mathiesen Memorial Health Clinic. This position performs various clinical and administrative tasks depending on the day-to-day demands of the office.

Essential Duties

- Adheres to the Mathiesen's Mission, Vision, and Values, Standards of Conduct, HIPAA and Infection Control principles/Universal Precautions.
- Audio vision screening.
- Ability to take and document basic patient vitals.
- Collects specimens and performs various lab tests, screening and phlebotomy testing procedures.
- Prepares patients for procedures, does set up for procedures and assists provider as requested by provider.
- Provides patient with referral/s, instructions and education as requested by provider.
- Records results of treatment and responses to care in the EHR
- Responsible for keeping patient areas clean and safe.
- Cleans and autoclaves instruments.
- Ensures lab area and exam rooms are appropriately stocked.
- Responsible for ensuring electronics messages, tasks and voicemails are completed by the end of each business day.

Addition Duties

- Demonstrates excellent teamwork skills.
- Communicates effectively with care team throughout the day.
- Participates in staff education and training activities as required.
- Effectively trains and mentors new hires as requested.
- Accepts other job duties as assigned and as assigned.
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Education and Skills

- High School Diploma or equivalent
- Current CPR certificate
- Current Medical Assistant certification
- Current Certified Phlebotomy Technician certificate (preferred, but not required)
- Basic MA procedures and medical terminology
- Basic computer and data entry skills
- Excellent communication and customer service skills

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- Knowledge of various clerical tasks
- Knowledge of various instruments and equipment used by medical providers
- Knowledge of confidential rules regarding medical information as well as the Privacy Act, HIPPA
- Knowledge of Infection Control/Universal precautions

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 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).

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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: _____

Manager or HR
Signature: _____

This job description is not intended to be all-inclusive.