

Medical Assistant

Department: Maple Street Medical

Reports to: Assistant Medical Director

Union Position

Medical Assistant will perform a wide variety of activities, which will include both direct patient care of all ages and office functions. Direct care will be both in the clinic and over the phone. Medical Assistant will be required to complete tasks involving the use of assessment, planning, intervention, and evaluation skills. All patient care is provided under the direct supervision of the physician and/or mid-level providers. Reports to the Clinical Director and Assistant Clinic Supervisor.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Graduate from an accredited medical assistant program required and Medical Assistant Certificate preferred.
- Coursework in pharmaceuticals and medication administration is preferred.
- Knowledge of prior authorizations preferred.
- Basic Life Support (BLS) - Required.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to read and interpret reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Computer skills are required.
- Knowledge and experience with Electronic Medical Records is required
- Direct the flow of patients in the rooms.
- Ensure rooms are cleaned between patients, as well as cleaned and stocked at the end of each day.
- Collect/assist with collection of specimens, administer vaccines, administers injections, gives treatments, performs routine laboratory test and any other task as assigned by the provider.
- Maintain inventory of all necessary supplies, vaccines and medications, place orders and verifies deliveries.
- Assist providers with procedures as needed.
- Provide education to patients regarding all patient care.

ILLUSTRATIVE EXAMPLES OF WORK

- Interview patients and measures vital signs, such as pulse rate, temperature, blood pressure, weight and height and record's information in patient's electronic health records.
- Schedule specialty appointments, processes referrals and complete prior authorizations.
- Inputs all data into electronic health records to maintain office and patient records.
- MA will be required to know and understand all State and Government required measures. MA will assist in making sure that all measures are met and documented on every patient visit, providing the highest clinical standard of patient care.
- Medical assistants also engage in reception activities, greeting and assisting patients and visitors and help complete the business side of a patient visit.
- Physical endurance which includes lifting heavy objects, bending, squatting and standing for extended periods of time
- Good knowledge of safety procedures as well as experience working with chemicals, good handling of tools, mechanical skills and adherence to safety measures
- May be exposed to bodily fluids in the event of emergencies but not as a normal part of the job
- Other duties as assigned