



NEW Health Programs Association

Title: Medical Assistant-Certified
Department: Medical
Supervisor: Clinic Site Manager-Medical
FLSA Status: Non-exempt

Purpose of Job:

Improve the overall health of the communities we serve by managing patient care at assigned medical clinic by performing the duties listed below. This position is part of a multi-disciplinary team that provides quality patient care in our patient centered medical home model.

Essential Duties and Responsibilities:

- Greets variety of patients and escorts to exam room; informs patient of time delays throughout visit.
- Prepares patients for provider; anticipates needs of provider to maintain efficient patient flow.
- Performs phlebotomy and laboratory procedures as directed by provider;
- Performs and documents injections and immunizations.
- Ensures exam rooms are clean, stocked, and ready for patients.
- Cleans, prepares, and sterilizes instruments.
- Assists provider with procedures, exams and patient education.
- Manages appropriate patient referrals and required documentation.
- Observes and follows required safety protocols, including handling and disposal of sharps, use of personal protective equipment, exposure to blood borne pathogens, and general safety of employees and patients.
- Answers telephones, schedules patients, and supports care team members.
- Obtain written orders from provider.
- Works within scope of practice, as determined by Washington State Department of Health, at all times.
- Performs other duties as assigned.

Qualifications:

Education/Experience: Completion of medical assistant training through a post-secondary school or college program accredited by the Accrediting Bureau of Health Education Schools (ABHES) or the Commission on Accreditation of Allied Health Education Programs (CAAHEP) required. Certification through the American Association of Medical Assistants (AAMA), Certified Clinical Medical Assistants (CCMA) or National Center for Competency Testing (NCCT) required within 120 days of hire. Medical Assistant- Certified credential issued by Washington State Department of Health within 120 days of hire. Previous experience in a community health clinic preferred. Experience with EHR preferred.

Skills: Excellent customer service, oral and written communications skills required. Compassion for patients required. Must be able to work well in team environment. Ability to multi-task in fast-paced work environment, with ability to anticipate future needs. Basic computer user skills required. Medical terminology and accurate spelling ability required. CPR/AED certified for a Health Care Provider.

Physical Demands:

Medical Assistants are required to stand, sit, and be mobile 1/3rd to 2/3rds of the time. They are required to use hands to finger, handle or feel over 2/3rds of the time, as well as reach with hands and arms. Climbing or balancing occurs less than 1/3rd of the time; while stooping, kneeling or crouching occurs between 1/3rd and 2/3rds of the day. Communicating by talking/ hearing occurs over 2/3rds of the day. Amount of time spent lifting or exerting force is about 50% for up to 10lbs and less than 1/3rd of the time up to 25lbs. Rarely is there a need to lift more than 26lbs.

I have read and understand the above job description.

Employee Signature: _____ Date: _____

Print Name: _____