

# Medical Assistant

## Job Description

Name		Issue Date	
Job Title	Medical Assistant	Review Date	
Reports to	COO	Department	Clinical
Supervises	N/A	FLSA status	Non-exempt

### Job purpose

Works under the direction of a qualified nurse and/or licensed providers. Provides direct support to medical provider, clinic staff and clients of the clinic. Participates in providing patient care under the guidelines of training.

### Duties and responsibilities

- Completes patient rooming intake (weight, height, vital signs, medical history)
- Prepares treatment rooms for cleanliness and stock
- Cleans and sterilizes instruments
- Operates x-ray (on the job training provided)
- Operates electrocardiograph (EKG) and other equipment to administer routine diagnostic testing
- Gives injections, draws blood, processes routine laboratory tests, and performs selected point of care testing.
- Maintains inventory and orders supplies as needed.
- Documents within electronic health record
- Works within data analytics systems
- Ability to assist with clinical procedures as assigned
- May work fluctuating hours
- Other duties as assigned

### Qualifications

- High school graduate or equivalent. Graduation from an accredited medical assistant program preferred. Current BLS required.
- Available to work Monday-Friday
- Phlebotomy and injection skills preferred
- Excellent verbal and written communication skills, as well as interpersonal skills
- Ability to work independently and in a team environment, with excellent time-management and organizational skills
- Willingness to learn and be part of a group committed to providing excellent care
- Ability to multitask, prioritize tasks and work within a fast-paced medical environment.
- Strong computer skills, and ability to trouble shoot and work independently with a computer, especially electronic healthcare records
- Knowledge of medical terminology and equipment
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Ability to complete difficult/complex tasks
- Strong command of the English language with ability to follow oral and written instructions
- Comfortable accepting delegated duties as assigned

### Working Conditions

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While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. The general work environment is clean with a moderate temperature and noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress, and hostility. Daily work activities also involve contact with the public, staff members and government representatives under all conditions and circumstances.

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. All GHCI facilities are non-smoking. GHCI will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. GHCI will make the Hepatitis B vaccination, as well as other routine immunizations, available to all employees free of charge.

## 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 disabilities to perform the essential functions of this position.
- While performing the duties of this job, the employee is required to sit for long periods of time, speak, hear, write, reach with hands and arms, stoop, kneel and operate a keyboard.
- Employee must also have visual acuity to read small print and view a computer monitor, reach to the top of a five-drawer filing cabinet, lift boxes of no more than 30 lbs.

## Employee Confirmation

I confirm I have read the above job description, fully understand the requirements of the job, and agree to perform my duties accordingly.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_