



Job Description

Clinical Medical Assistant Level I & Level II

Date: January, 2020

_____ Exempt ___X___ Non-Exempt

Department: Health Center

Compensation: \$14.94-\$19.67 per hour

Written By: Cheryle Pickle, CMPE

Approved By: Karin Hennings,
Administrative Director/CEO

Reports To: Health Center Supervisor

Job Summary:

Under direct supervision of the physician, assists in patient care as delegated by the physician. Perform clerical duties, phlebotomy, simple laboratory functions, and assist in direct patient care. Adhere to principles of Service Care and the philosophy and mission of Del Puerto Health Center in all aspects of job performance. Provides assistance and support to the Health Center Manager as needed, in accordance with current policy and procedure, applicable federal, state, and local standards, guideline, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Obtain vital signs, blood pressures, heights, and weights and records information appropriately, accurately and in a timely manner
2. Demonstrates competency in performing phlebotomy, use of appropriate tubes for blood specimen collection, labeling, accurate identification, etc.
3. Assist with patient treatments as delegated i.e. specimen collection, simple dressing changes.
4. Process laboratory specimens.
5. Perform screening and follow up with patient test results.
6. Assist with patient exam as directed by the physician.
7. Obtains EKG tracing as directed and ordered by physician.
8. Identify and communicate significant changes in patient's status (potential or actual adverse patient occurrences) to the physician.
9. Responsible for appropriately monitoring and administering Workers' Compensation procedures.
10. Follow safety protocols and initiate appropriate measures to assure/promote safety/wellbeing of patient, family visitors and staff.
11. Assists Health Center Supervisor to adequately supply routine medical supplies; reorder supplies through established purchasing procedures. Maintains an accurate inventory of medical supplies to ensure services are not compromised due to unforeseen shortages.
12. Attends general and medical staff meetings.
13. Maintain cleanliness and organization of patient environment, utilizing the established room cleaning procedures and appropriate supplies.
14. Performs other related duties as may be assigned by the Health Center Supervisor/Manager and/or Medical Director.

15. Ability to respond to common inquires or comments from patients, family members, regulatory agencies, or members of the community.
16. Handle confidential and protected health information (PHI) thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA.
17. Proper spelling and use of medical terminology.
18. Proficient in use of Microsoft Office Suite and electronic medical/health records.
19. Excellent communication skills for taking patients' medical history, understanding provider and supervisor instructions, and for accurately documenting patients' medical information.
20. Ability to effectively communicate with patient population and co-workers in a professional manner with a high degree of diplomacy and tact.
21. Intermediate to advanced phone skills.
22. Understanding and constant application of "Universal Precautions"
23. Ability to multi-task and work effectively in a high-stress and fast-moving environment
24. Working with ethnically diverse populations in a culturally sensitive manner.
25. Flexibility and willingness to work on an as-needed basis in order to meet operational needs of the clinic.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED LANGUAGE, LICENSE, EDUCATION, AND EXPERIENCE:

- Bi-Lingual English/Spanish, preferred
- High School Diploma or GED
- Must have successfully completed an approved Medical Assistant program, certification preferred.
- Valid Cardiopulmonary Resuscitation Card (CPR)
- Minimum 1-year experience as MA, outpatient clinic preferred.

OTHER SKILLS and ABILITIES:

Handle confidential and protected health information (PHI) thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA. Ability to effectively communicate with patient population and co-workers in a professional manner with a high degree of diplomacy and tact. Understanding and constant application of "Universal Precautions" Ability to multi-task and work effectively in a high-stress and fast-moving environment. Working with ethnically diverse populations in a culturally sensitive manner. Flexibility and willingness to work on an as-needed basis in order to meet operational needs of the clinic.

PHYSICAL DEMANDS:

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. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop or crouch. The employee may occasionally lift and/or move up to 40 pounds and push up to 100 pounds on wheels. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. (See complete "Physical Requirements" attached).

WORK ENVIRONMENT:

The business office work environment characteristics described here are representative of those they encounter while performing the essential functions of this job.

RISK EXPOSURE CATEGORY I:

Risk of exposure to blood/body fluids, based on Health Clinic location

DISCLAIMER:

This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The incumbent may be asked to perform other duties as assigned.

ADDITIONAL INFORMATION:

All your information will be kept confidential according to EEO guidelines. Del Puerto Health Care District is an Equal Opportunity Employer – Minorities, Females, Veterans and individuals with disabilities are encouraged to apply. Del Puerto Health Care District participates in E-Verify during the hire process at its location for all new employees.



JOB DESCRIPTION-PHYSICAL REQUIREMENTS

TITLE: Clinical Medical Assistant

Please check one box below in Section I and Section II which apply to this job description. Comments can be made in Section III.

<p>C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)</p>	<p>E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not absolutely essential.</p>
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Section I	Section II		Section III					Comments:
	C	F	O	S	N	E	M	
Basic Skills:								
Reading	X					X		
Writing	X					X		
Math	X					X		
Talking	X					X		
Hearing	X					X		
Physical Demands:	C	F	O	S	N	E	M	
Sitting		X				X		
Standing		X				X		
Walking		X				X		
Stooping		X				X		
Crawling		X				X		
Climbing			X			X		
Reaching Overhead		X				X		
Crouching		X				X		
Kneeling		X				X		
Balancing		X				X		
Pushing or Pulling (10-100 lbs)			X			X		
Lifting or Carrying		X				X		
10 lbs. or less		X				X		
11 to 25 lbs.		X				X		
26 to 50 lbs.		X				X		
51 to 75 lbs.			X				X	
76 to 100 lbs.			X				X	
Over 100 lbs. (assist lift)				X			X	
Moving Patients				X			X	

Candidate's Statement

I have reviewed the position physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to making application for security clearance, if necessary, signing an employee agreement on confidential information and inventions or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

Signature

Witness

Date

Date
