

JOB DESCRIPTION

Title: Medical Assistant I

Job Summary: The person in this position is part of the team concept in the Center's health delivery system, which is devoted to the delivery of primary care in an ambulatory setting with emphases on prevention and health maintenance. Assist the R.N., L.V.N., and the clinical staff in performing their duties and carrying on the necessary functions required in accordance with established policies and procedures.

Job Duties:

- (1) Prepare patient for examination.
- (2) Note brief history or the reason for visit in the patient's chart.
- (3) Take and record height, weight, and blood pressure, pulse rate, respiration, temperature.
- (4) Assist the clinical staff in completing examination and procedures as instructed.
- (5) Take health history for prenatal and family planning patients.
- (6) Completely fill out lab slips and other forms, when necessary.
- (7) Administer medications and injections as ordered.
- (8) Follow universal precautions to protect self and patients.
- (9) Assist the medical staff in patient education and family planning counseling.

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- (10) Stock exam rooms with supplies.
- (11) Complete MA Performance Criteria training sheet.
- (12) Perform Clia Waived Testing
- (13) Interpret for the clinical staff when necessary, “Spanish/English”.
- (14) Under the direction of the nurse or provider in charge, takes responsibility of medical supplies and cleaning of the medical instruments and equipment.
- (15) Provide HIV/Antibody counseling in accordance with established protocols and in compliance with State and Federal requirements.
- (16) Obtain laboratory samples and complete paper work as ordered by the provider.
- (17) Any other duties or responsibilities the clinical staff may assign from time to time and when the need arises.
- (18) Promotes and believes in NHSI mission statement “Health for All”
- (19) Ability to relate to the public regardless of racial, ethnic and economic status

Qualifications, Education, and Experience:

- (1) Must have thorough education or training in the basics of medical terminology.

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- (2) Must have High school diploma or equivalent.
- (3) Bilingual in English/Spanish may be required
- (4) Prior experience as medical assistant is helpful.
- (5) Ability to work with clinical staff and handle pressure from more than one provider.
- (6) Commitment to the concepts of preventive health cares program and team approach to health care delivery.
- (7) Ability to learn about patients and their problems
- (8) Phlebotomy drawing certificate may be required.
- (9) Must have a Venipuncture Certificate or equivalent
- (10) Must have a current CPR Certificate
- (11) Must have successfully completed and graduated from a medical assistant program.

Responsible To: Senior MA/Regional Clinical Coordinator
(Training/Clinical purposes only) /BOC

Classification: Full or Part Time Position, Non-exempt

Approved By: _____
Date: _____

Revised April 2008