



JOB DESCRIPTION

Job Title: Medical Assistant
Department: Physician Practice
Reports To: Practice Director/Administrator
FLSA Status: Non-Exempt

SUMMARY OF JOB:

Assists in examination and treatment of patients by performing the following duties in accordance with the policies and procedures of Colorado West Healthcare System d.b.a. Community Hospital Physician Practice.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each employee contributes to improve performance by continuously searching for ways to increase efficiencies and improve patient outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

When Assigned to Grand Valley Primary Care (including Pediatrics):

1. Provides patient care to assigned patients in the practice per hospital standards and procedures.
 - a. Interviews patients, measures vital signs such as pulse rate, temperature, blood pressure, weight, and height and records information on patients' charts.
 - b. Prepares treatment rooms for examination of patients.
 - c. Drapes patients with covering and positions instruments and equipment.
 - d. Operates routine medical office equipment to administer routine diagnostic tests or calls medical facilities or other departments to schedule patients for tests.
 - e. Gives injections or treatments to patients under provider order.
 - f. Performs routine laboratory tests, understands and adheres to CLIA requirements.
 - g. Contacts patients as requested or required, to report test results.
2. Assists provider with assigned patients in the practice per hospital standards and procedures.
 - a. Hands instruments and materials to doctor/provider as directed.
 - b. Cleans and prepares instruments for autoclave.
3. Completes administrative functions as requested.
 - a. Inventories and orders medical supplies and materials.
 - b. Keys data into computer to maintain office and patient records.
 - c. Maintains, tracks and records information regarding lab tests, pharmacy items, etc. as required.

- d. Maintains and performs quality controls on equipment as needed.
- e. Performs charting including health history, immunizations, allergies, drug samples, family history, social history, etc.
- f. Obtains Advance Beneficiary Notices as required.

4. Other duties as assigned.

When Assigned to Colorado West Woman Care:

1. Provides patient care to assigned patients in the practice per hospital standards and procedures.
 - a. Interviews patients and measures vital signs such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
 - b. Prepares treatment rooms for examination of patients.
 - c. Drapes patients with covering and positions instruments and equipment.
 - d. Operates routine medical office equipment to administer routine diagnostic tests or calls medical facilities or other departments to schedule patients for tests.
 - e. Gives injections or treatments to patients under provider order.
 - f. Performs routine laboratory tests, understands and adheres to CLIA requirements.
 - g. Contacts patients, as requested or required, to report test results.
 - h. Maintains HIPAA compliance related to patient privacy information.
 - i. Demonstrates cultural sensitivity when delivering patient care, including the use of language interpretation services if deemed necessary.
 - j. Returns/triages patient calls.
 - k. Educates patients (including, but not limited to providing appropriate educational materials).
 - l. Ensures patient safety as priority, including but not limited to adhering to the Organizational National Patient Safety Goals.

2. Assists provider with assigned patients in the practice per hospital standards and procedures.
 - a. Hands instruments and materials to doctor as directed.
 - b. Cleans and prepares instruments for autoclave.
 - c. Maintains sterile field if required.
 - d. Chaperones provider during patient examinations.

3. Completes administrative functions as requested.
 - a. Inventories and orders medical supplies and materials.
 - b. Keys data into computer to maintain office and patient records.
 - c. Maintains, tracks and records information regarding lab tests, pharmacy items, etc. as required.
 - d. Maintains and performs quality controls on equipment as needed.
 - e. Performs charting including health history, immunizations, allergies, drug samples, family history, social history, etc.
 - f. Obtains Advance Beneficiary Notices as required.
 - g. Maintains necessary documentation required for log books of data.
 - h. Maintains accurate patient records.
 - i. Schedules office procedures and patient appointments.
 - j. Completes required documents and forms such as FMLA requests.
 - k. Attends appropriate Organizational training required for clinical skills, patient education, corporate compliance, etc.
 - l. Maintains and cleans equipment.

- m. Cleans and stocks examination rooms.
- n. Maintains a working knowledge of the EMR used and the templates in the system.
- o. Understands the requirements of Meaningful Use measures, including Core measures and Quality measures as mandated by CMS.

4. Other duties as assigned.

When Assigned to Grand Valley Urgent Care & Canyon View Urgent Care:

1. Provides patient care to assigned patients in the practice per hospital standards and procedures.
 - a. Interviews patients and measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
 - b. Prepares treatment rooms for examination of patients.
 - c. Drapes patients with covering and positions instruments and equipment.
 - d. Operates routine medical office equipment to administer routine diagnostic test or calls medical facilities or other departments to schedule patients for tests.
 - e. Gives injections or treatments to patients under provider order.
 - f. Performs routine laboratory tests, understands and adheres to CLIA requirements.
 - g. Contacts patients, as requested or required, to report test results.
2. Assists provider with assigned patients in the practice per hospital standards and procedures.
 - a. Hands instruments and materials to doctor/provider as directed.
 - b. Cleans and prepares instruments for autoclave.
3. Completes administrative functions as requested.
 - a. Inventories and orders medical supplies and materials.
 - b. Keys data into computer to maintain office and patient records.
 - c. Maintains, tracks and records information regarding lab tests, pharmacy items, etc. as required.
 - d. Maintains and performs quality controls on equipment as needed.
 - e. Performs charting including health history, immunizations, allergies, drug samples, family history, social history, etc.
 - f. Obtains Advance Beneficiary Notices as required.
4. Other duties as assigned.

When Assigned to Internal Medicine Associates:

1. Provides patient care to assigned patients in the practice per hospital standards and procedures.
 - a. Interviews patients and measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
 - b. Prepares treatment rooms for examination of patients.
 - c. Drapes patients with covering and positions instruments and equipment.
 - d. Operates routine medical office equipment to administer routine diagnostic tests or calls medical facilities or other departments to schedule patients for tests.
 - e. Gives injections or treatments to patients under provider order.
 - f. Performs routine laboratory tests, understands and adheres to CLIA requirements.
 - g. Contacts patients, as requested or required, to report test results.

2. Assists provider with assigned patients in the practice per hospital standards and procedures.
 - a. Hands instruments and materials to doctor/provider as directed.
 - b. Cleans and prepares instruments for autoclave.
3. Completes administrative functions as requested.
 - a. Inventories and orders medical supplies and materials.
 - b. Keys data into computer to maintain office and patient records.
 - c. Maintains, tracks and records information regarding lab tests, pharmacy items, etc. as required.
 - d. Maintains and performs quality controls on equipment as needed.
 - e. Performs charting including health history, immunizations, allergies, drug samples, family history, social history, etc.
 - f. Obtains Advance Beneficiary Notices as required.
4. Other duties as assigned.

QUALIFICATIONS:

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.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent with less at least two (2) years of related experience, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current Medical Assistant Certification
BLS Certification (must be obtained within one month of hire)

LANGUAGE SKILLS:

Must be able to read and write English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors, patients, patient's family and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus quickly.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, possible physical abuse by patients, exposure to infectious diseases, and transmission of airborne and/or blood born disease between patient and health care worker.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date



JOB DESCRIPTION

TITLE: Clinical Athletic Trainer
DEPARTMENT: Physician Practices
REPORTS TO: Practice Director/Manager
FLSA: Non-Exempt

SUMMARY OF JOB:

Acts as the liaison between patients and providers, assisting providers in both pre and post-operative tasks assigned.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Liaison between patient, medical assistant, physician, physician assistant or physician office staff.
2. Escorting patients from the waiting room the exam room, or X-ray waiting area.
3. Scribe for physician and collecting data entries.
4. Ability to take pulse rate, blood pressure, respirations and or temperature and determine if any of the above is normal or abnormal. Post-op, suspicion of infection; all vitals. Education for abnormal ranges.
5. Provide home exercises/surgery protocols. For patients per the doctor's request.
6. Complete patient paperwork including FMLA, WC, and disability forms.
7. Obtaining prior authorization as needed for patient medications.
8. Patient education.
9. Organization of work time and area; removal of all PHI at the end of clinic
10. Makes sure patient rooms are kept clean and ready for use.
11. Stocking clinic rooms daily.
12. Following all HIPPA regulations and guidelines.
13. Following all OSHA guidelines while handling blood or bodily fluids.
14. Aiding physician in procedures as needed.
15. Ability to suture or staples removal for a postoperative patients.
16. Removes and applies casts, splints/Jone's dressing and dressing changes.
17. Working as "float" to other physicians teams when needed.
18. Work triage when scheduled.
19. Review and edit messages and phone calls.
20. Able to communicate with patients, employees, physicians and physician support staff.

21. Review next day clinic and work schedule. Notify scheduling ASAP for changes.
22. Other duties as assigned.

QUALIFICATIONS:

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.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree or equivalent with at least one (1) year of clinical athletic trainer experience
OR
equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Current Clinical Athletic Trainer Certification
BLS upon hire

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

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 regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date