



JOB DESCRIPTION

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

SUMMARY OF JOB:

Employee performs routine and some specialized assisting physicians, physician assistants and nurse practitioners in patient care. Work is performed under general supervision within well-defined procedures.

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.)

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

1. Screens calls and schedules appointments as ordered by medical professionals.
2. Performs laboratory testing; plants cultures.
3. Performs routine tests as ordered by medical professionals
4. Performs some specialized tests.
5. Provides patient care to assigned patients in the clinic 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 test or calls medical facility or department to schedule patients for tests.
 - e. Gives injections or treatments to patients under provider order
 - f. Performs routine laboratory tests, understands and adheres to all CLIA requirements
 - g. Contacts patients, as requested or required, to report test results.
6. Assists provider with assigned patients in the clinic per hospital standards and procedures.
 - a. Hands instruments and materials to doctor as directed.

b. Cleans and prepares instruments for autoclave.

7. 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. Charting requirements including health history, immunizations, allergies, drug samples, family history, social history, etc.
- f. Obtains Advance Beneficiary Notices as required.

When Assigned to Colorado West Woman Care:

1. Provides patient care to assigned patients in the clinic 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 test or calls medical facility or department to schedule patients for tests.
- e. Gives injections or treatments to patients under provider order
- f. Performs routine laboratory tests, understands and adheres to all CLIA requirements
- g. Contacts patients, as requested or required, to report test results.

2. Assists provider with assigned patients in the clinic per hospital standards and procedures.

- a. Hands instruments and materials to doctor 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. Charting requirements including health history, immunizations, allergies, drug samples, family history, social history, etc.
- f. Obtains Advance Beneficiary Notices as required.

Other duties as When Assigned to Community Care of the Grand Valley/CMU Health Center:

1. Provides patient care to assigned patients in the practice per hospital standards and procedures.

- a. Interviews patients, measures all vital signs as required for meaningful use. To include but not limited to, pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
- b. Cleans and 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 facility or department to schedule patients for tests.
- e. Administers injections or treatments to patients as ordered by providers on staff
- f. Performs routine laboratory tests, understands and adheres to all CLIA requirements
- g. Contacts patients, as requested or required, to report test results.

2. Assists provider with assigned patients in the clinic per hospital standards and procedures.
 - a. Hands instruments and materials to providers as directed.
 - b. Cleans and prepares instruments for sterile processing.
3. Completes administrative functions as requested.
 - a. Inventories and submits orders to the Practice Administrator for all medical supplies, materials and medications.
 - 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 according to schedules or as needed.
 - e. Charting requirements including health history, immunizations, allergies, medications, social history, etc. to ensure all meaningful use data is collected and charted.
 - f. Obtains Advance Beneficiary Notices as required.

Other duties as assigned.

When Assigned to Internal Medicine Associates:

1. Provides patient care to assigned patients in the clinic 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 test or calls medical facility or department to schedule patients for tests.
 - e. Gives injections or treatments to patients under provider order
 - f. Performs routine laboratory tests, understands and adheres to all CLIA requirements
 - g. Contacts patients, as requested or required, to report test results.
2. Assists provider with assigned patients in the clinic per hospital standards and procedures.
 - a. Hands instruments and materials to doctor 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. Charting requirements including health history, immunizations, allergies, drug samples, family history, social history, etc.
 - f. Obtains Advance Beneficiary Notices as required.

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 certification as a Medical Assistant and two (2) years of related experience

OR

equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

HIPPA:

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.

UNRESTRICTED ACCESS – A workforce member with unrestricted access will have full access to protected health information, including a patient’s entire record, for accomplishing intended purposes.

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