



JOB DESCRIPTION

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

SUMMARY

This position is responsible for the daily supervision of staff engaged in assisting in examination and treatment of patients, under direction of Clinic Provider, scheduling back office support monthly schedules, and conduct regularly scheduled team meetings. Finally, as this is a working supervisory position, the supervisor must be able to perform all the duties regularly assigned to the clinic back office staff and personally cover shifts, if necessary.

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. Prepares treatment room and patient for doctor visit:
 - 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. Hands instruments and materials to doctor as directed.
 - e. Cleans and prepares instruments for autoclave.
 - f. Inventories and orders medical supplies and materials.
 - g. Operates routine medical equipment and other equipment to administer routine diagnostic test or calls medical facility or department to schedule patients for tests.
 - h. Gives injections or treatments to patients
 - i. Keys data into computer to maintain office and patient records.
 - j. Maintains, tracks and records information regarding lab tests, pharmacy items, etc. as required.
 - k. Maintains and performs quality controls on equipment as needed.
 - l. Performs routine laboratory tests, understands and adheres to all CLIA requirements
 - m. Charting requirements including health history, immunizations, allergies, drug samples,

- family history, social history, etc.
- n. Obtains Advance Beneficiary Notices as required.
 - o. Contacts patients, as requested or required, to report test results.
 - p. Works rotating shifts including weekends, as needed.
 - q. Any other duties as assigned.
2. Supervises the Clinic Back Office as directed by the Clinic Administrator:
- a. Supervises the day-to-day operations of the back office in the clinic setting.
 - b. Scheduling of nursing staff in conjunction with the providers' schedule.
 - c. Checks the logs for confirmation of lab tests being billed and documented in patient's chart.
 - d. Monitor and review inventory on a yearly basis.
 - e. Determines the appropriate purchasing of back office supplies and/or medical supplies, by researching and working with vendors for the most cost effective savings.
 - f. Perform regularly scheduled meetings with back office staff.
 - g. Counsel and mentor back office support staff. Document, when necessary.
 - h. Completes the yearly performance evaluations of the back office staff.
 - i. Makes recommendations to the Practice Administrator on maintaining budget with regards to medical supplies.
 - j. Maintain productivity levels.
 - k. Delegation and supervision of proficiency testing.
 - l. Update procedure policies as needed in accordance with Community Hospital requirements.
3. 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 six months to one year related experience and/or training
or
Equivalent combination of education and experience.

CERTIFICATES/LICENSES

Current Medical Assistant Certification/Registration
Current BLS Certification

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.

COMPUTER SKILLS

To perform this job successfully, an individual should have general computer literacy skills and 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 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.

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