

Primary Care Health Services, Inc.
Job Description

POSITION: Medical Assistant
REPORTS TO: Nurse Manager
SUPERVISES: N/A

Purpose of Position: Assist in the operation of the medical services during assigned clinic sessions. Within the framework of the organization's philosophy and objectives and under the direction of the nurse manager, the Medical Assistant assists the nursing team in performing routine nursing duties associated with caring for the ambulatory patient.

QUALIFICATIONS:

- High school diploma or GED
- Medical Assistant certificate from an accredited Medical Assistant Training program

PHYSICAL DEMANDS:

- Requires full range of body motion including handling and lifting of patients, manual and finger dexterity, and hand-eye coordination
- Requires standing and walking for extensive periods of time
- Occasionally lifts and carries items weighing up to fifty (50) pounds
- Requires corrected vision, hearing, and speech within normal ranges
- Requires working under stressful conditions and sometimes irregular hours
- Exposure to some communicable diseases, body fluids, and toxic substances may occur

RESPONSIBILITIES:

- Screen and prepare patient for medical providers. Perform vital signs, electrocardiograms, visual and audio testing, peak flow meter, and documentation of patient complaints
- Assist medical providers during patient examinations and treatment
- Schedule appointments and perform clerical duties associated with medical encounters. Handle telephone calls from clients, pharmacy, and laboratory
- Participate in tracking outside referrals
- Maintain inventory supplies and order as appropriate
- Administer injections and vaccinations as requested by medical providers
- Assist with maintenance of equipment, supplies, and treatment rooms
- Review treatment instructions, directions for outside referrals, and follow-up care

- Other duties as assigned

REQUIREMENTS:

- Appearance, behavior, and communication skills must promote good guest relations
- Demonstration of proper phone etiquette
- Ability to adjust to changing situations
- Willingness to work on other units and at other sites throughout the Primary Care Health Services network