
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: MEDICAL ASSISTANT (MA)

Grade: 4/5

Reports to:	Medical Clinic Coordinator	Department:	Medical/Nursing
Classification:	Non-Exempt	Supervises:	None

POSITION SUMMARY:

As a member of the health care team, the Medical Assistant operates under the supervision of the Medical Clinic Coordinator as it relates to Administrative issues and under the Physician for clinical issues for the patients of FRTH within the scope of duties described in Title 16, California Administrative Code, Chapter 13, paragraph 1366.

ESSENTIAL FUNCTIONS:

1. Performs any combination of following duties under direction of physician to assist in the examination and treatment of patients including: escorting patients to exam room, interviews patients, measures vital signs such as pulse rate, temperature, blood pressure, weight and height and records information in patient's electronic record.
2. Assists in maintaining a safe and clean environment by keeping exam rooms in order, safeguarding and cleaning equipment and maintaining supplies in proper order.
3. Cleans and sterilizes instruments and equipment using variety of methods (i.e., autoclave).
4. Assists in maintaining an inventory and ordering medical supplies and materials as directed.
5. Record all information in the patient electronic record and electronically signing all entries with full name and title.
6. Seek guidance and direction as necessary for the completion of duties and in situations that exceed abilities.
7. Complete duties and projects in a timely manner.
8. Prepares treatment rooms for examination of patients.
9. Performs secretarial tasks, such as processing refill requests, obtaining medical records, and other duties as assigned by Providers or Supervisors.
10. Gives injections (i.e., Pediatric vaccines) or treatments and performs routine laboratory tests and operates equipment to administer routine diagnostic tests
(Note injectables containing Lidocaine are not to be administered by Medical Assistants)

ADDITIONAL RESPONSIBILITIES:

1. With specialized training and written approval, may perform additional and specialized tasks pertinent to assigned area.
2. Performs other related duties as needed with approval from Medical Clinic Coordinator.
3. Participate in continuing education in order to provide the highest quality of care to the patient population.
4. Identify victims of child and adult abuse, assault and domestic violence, and provides intervention, makes referrals as necessary, and reports to appropriate agency.
5. Assist other staff members in development and maintenance of department goals, objectives, policies and procedures.
6. Attend all trainings, meetings and conferences as required.
7. Learn and implement electronic health records functions as they continue to evolve.
8. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
9. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

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:

1. Ability to maintain a professional attitude and appearance at all times.
2. Ability to meet deadlines and assigned projects in a timely, efficient manner.
3. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
4. Ability to be prompt and efficient with minimal absences.
5. Cooperate and maintain a good rapport with nursing staff, health care providers, other departments, patients and visitors.
6. Ability to display concern and initiative.
7. Ability to be resourceful and calm in emergencies.
8. Ability to write, clearly, concisely and legibly and communicate effectively and record observations completely and accurately.
9. Good health and physical condition sufficient to permit the full performance of the duties of the position.
10. Ability to communicate effectively and to exercise tact, initiative and good judgment in dealing with people.
11. Ability to accept and use supervision.

EDUCATION AND EXPERIENCE:

1. Graduation from approved program for Medical Assistants.
2. Preferably, two (2) years experience as a Medical Assistant in a doctor's office or ambulatory medical clinic.
3. Current CPR certification.

PHYSICAL REQUIREMENTS:

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 disability 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; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

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 regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Medical Assistant (MA)

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
