



JOB DESCRIPTION CERTIFIED MEDICAL ASSISTANT

REPORTS TO: Director of Nursing

EDUCATION & EXPERIENCE: Certificate of Completion of Accredited Program of Clinical Medical Assistant Training Program or Diploma of Applied Arts, current Certification, current CPR certification

SKILLS: Strong verbal and written communication skills. Strong interpersonal and customer service skills. Ability to function well in a high-paced and at times stressful environment. Strong teaching skills, English/Spanish preferred

PRIMARY DUTIES:

- Assist clinician with initial patient assessments, vital signs, medical procedures, implementation and documentation of care
- In conjunction with clinician orders, administer medication to patients, including oral, IM, IV, sub-q and intradermal, assessing and documenting effects
- In conjunction with clinician orders, provide oral and written educations to patients in disease processes, medication, intervention and treatment implementation
- In conjunction with clinician orders, perform diagnostic test for patients, including EKGs, spirometry, vision and hearing screening, throat cultures, NSTs and bladder scans
- In conjunction with clinician orders, perform patient treatments/procedures including venipuncture, nebulization, catheterization, ear lavage, dressing changes, unna boot application, sponging infants
- Comply with all regulations related to confidentiality of patient information
- Assist clinician in minor surgery, cast application, flexible sigmoidoscopy, colposcopy, cervical biopsy, EMB, IUD insertion and pap smears
- Assist with clinician in prescription writing and distribution
- Complete paperwork for ordered diagnostic tests performed outside of center
- Contact patients who did not keep vital appointments
- Schedule appointments for WFM patients with specialists outside of clinic, document the appointment date and time, address, phone number of the specialist in the referral workque
- Fax needed records to the specialist and document in the referral workque when faxed and to what phone number
- Review children's immunization records before clinician enters exam room, noting if patient is behind and what immunizations they may need and administer immunizations according to TDH guidelines and standing clinician orders
- Responsible for all messages in the computer in-basket
- Responsible for fax transmissions from outside agencies
- Responsible for documentation of nursing home facsimiles into patient record

OTHER DUTIES:

- Obtain copies of hospital records for patients' clinic chart
- Clean and stock exam rooms
- Assist with equipment maintenance and repair
- Locate lab and x-ray reports as needed
- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer
- Extensive standing and walking
- Frequent squatting, kneeling, reaching, twisting, climbing
- Occasional sitting
- Frequent telephone usage
- Continuous conversational communication
- Continuous repetitive grasping and manipulation of both hands
- Occasionally carrying and lifting up to 50 lbs.
- Occasionally pushing, pulling, and positioning patients up to 200 lbs
- Occasionally pushing, pulling and positioning (with assistance) patients over 200lbs
- Occasionally working in confined, noisy, dusty areas
- Occasional exposure to electrical, chemical, gaseous and dusty conditions
- Occasional exposure to patients with communicable diseases
- Infrequent use of personal transportation
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Able to respond quickly and calmly in medical emergencies

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date