



JOB DESCRIPTION

CMA-Certified Medical Assistant

REPORTS TO: Director or Associate Director of Nursing

EDUCATION-EXPERIENCE-SKILLS:

- High school diploma or GED
- Texas Driver's License
- Completed an accredited medical assisting program and an externship in a supervised healthcare setting.
- Should have a Certified Medical Assistant (CMA) certification from the American Association of Medical Assistants (AAMA) or another certifying agency.
- CPR certification.
- 1 year of prior experience as in a medical assisting role performing administrative duties or similar position in a healthcare work environment
- Possesses basic computer skills to complete administrative tasks.
- Strong communication skills and customer service skills
- Ability to function well in a high-paced and at times stressful environment.
- English/Spanish preferred.
- Must work within CMA scope of practice.

PRIMARY DUTIES:

- Assist provider with initial patient assessments, vital signs, medical procedures, implementation, and documentation of care.
- In conjunction with provider orders, administer medication to patients, including oral, IM, IV, sub-q and intradermal, assessing, and documenting effects. CMA must be I.V. certified by a WFM approved educator to start I. V's. Hydration can be initiated but medications cannot be administered through I.V. Patient assessment during I.V. treatment must be completed by an RN or Clinician.
- In conjunction with provider orders, provide oral and written education to patients in disease processes, medication, intervention, and treatment implementation.
- In conjunction with provider orders, perform diagnostic tests for patients, including EKGs, spirometry, vision and hearing screening, throat cultures, NST's and bladder scans.
- In conjunction with provider orders, perform patient treatments/procedures including venipuncture, nebulization, catheterization, ear lavage, dressing changes, unna boot application, sponging infants. For catheterization, must complete training and maintain bi-annual WFM competencies.
- Comply with all regulations related to confidentiality of patient information.
- Assist provider in minor surgery, cast application, flexible sigmoidoscopy, colposcopy, cervical biopsy, EMB, IUD insertion and pap smears.
- Assist clinicians with prescription pending in EHR. Cannot refill medications.
- Complete paperwork for ordered diagnostic tests performed outside of center.

- Contact patients who did not keep vital recheck appointments.
- Schedule appointments for FHC patients with specialists outside of clinic, document the appointment time, address, and phone number of the specialist in the medical record.
- Fax needed records to the specialist and document in the medical record when faxed and to what phone number.
- Review children's immunization records before provider enters exam room, noting if patient is behind and what immunizations they may need and administer immunizations according to TDH guidelines and standing provider's orders.
- Responsible for all messages, Mycharts, result notes and other encounters in the EHR in-basket.
- Responsible for fax transmissions from outside agencies.
- Responsible for documentation of nursing home facsimiles into patient record.
- Obtain copies of hospital records for patient's clinic charts.
- Clean and stock exam rooms.
- locate lab and x-ray reports as needed.
- Complete all assigned Quality Assurance assignments per QA log.
- Other duties as assigned by supervisor.

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours with occasional overtime required.
- Continuous use of computer & electronic health record.
- Extensive standing and walking
- Frequently 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
- Infrequent use of personal transportation
- Able to respond quickly and calmly to medical emergencies.

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date