

Job Description

Position Title: Medical Assistant
Location: Santa Rosa, Calif.
Schedule: Monday-Friday, 8:00 a.m.-5:00 p.m.

Summary: Assist in the delivery of primary health care and patient care management.

Duties and Responsibilities (includes, but is not limited to the following):

- Perform within MA scope of practice (BP, temperatures, apply bandages etc.) and administrative duties.
- Perform venipuncture, arterial and capillary punctures on patients. Identifies and labels specimens.
- Prepare patients for examination and treatment. Take patient histories and vital signs.
- Prepare exam and treatment rooms with necessary instruments.
- Document in electronic health record.
- Prepare and maintain supplies and equipment for treatments, including sterilization.
- Assist physicians in preparing for minor procedures including stitches/staple removal and casting as assigned.
- Assist with scheduling of tests, treatments, appointments and surgery.
- Process referrals and authorizes as assigned.
- Provide pre-op instructions.
- Handle prescription refill requests.
- Draws injectable drugs.
- Dispense DME
- Screen telephone calls for referral to nurse or physician.
- Provide general information on departmental policies and procedures.
- Order and maintain clinical and office supplies and equipment.
- Maintain patient files, records and other information.
- Participate in professional development activities and maintains professional affiliations.
- Maintain patient confidentiality by following HIPAA Compliance plan.
- May be required work at all locations (Montgomery or Mark West).
- Regular and reliable attendance is required to perform the functions of this position.
- Perform other duties as assigned.

Supervisory

- This position has no direct supervisory responsibilities.

Education, Licensure and/or Certifications

- Graduation from an accredited program for Medical Assistants.
- Must be a California or National Certified Clinical Medical Assistant. If state or national certification is not present at time of hire it must be completed within the first 90 days of employment.

Experience

- One-year medical office experience preferred.

Knowledge, Skills and Abilities

- Knowledge of medical practice and care to assist in giving patient care.
- Knowledge of examination, diagnostic and treatment room procedures.
- Knowledge of medical equipment and instruments to administer patient care.

- Knowledge of common safety hazards and precautions to establish a safe work environment.
- Skill in assisting in a variety of treatments and medicines as directed.
- Skill in taking vital signs.
- Skill in maintaining records and recording test results.
- Skill developing and maintaining department quality assurance.
- Skill in establishing and maintaining effective working relationships with patients, medical staff and the public.
- Ability to establish and maintain effective working relationships with patients, employees and the public.
- Ability to multi-task, handle high volume phone calls, and work in a fast-paced environment.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in emergency situations.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to speak clearly and concisely.

Physical Demands: The physical demands described here are representative of those that may need to 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.

- Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination.
- Involves standing and walking.
- Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Requires normal visual acuity and hearing.
- Requires exposure to bodily fluids.
- Occasionally lifts and carries items weighing up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent exposure to communicable diseases, toxic substances, and ionizing radiation, medicinal preparations and other conditions common to a clinic environment.