



POSITION DESCRIPTION

MEDICAL ASSISTANT

POSITION PURPOSE: This position exists to ensure that medical providers are assisted in patient care and to perform laboratory functions.

REPORTS TO: Nursing Supervisor

QUALIFICATIONS: Certified Medical Assistant. Experience preferred. Ability to exhibit good rapport with patients of diverse cultures and socio-economic status. Excellent organizational and time management skills. Bilingual (English/Spanish) a plus.

POSITION LOCATION: Southside Community Health Services

SALARY CLASSIFICATION - Non-Exempt

PRINCIPAL RESPONSIBILITIES:

1. Prepare patients for examination, record vital signs, age, race, current complaint, medications, allergies, and immunizations for pediatric clients.
2. Assist providers with patient exams, treatment and minor surgery.
3. Administer certain medications, injections and immunizations under the supervision of the MD or RN.
4. Explain nature of diagnostic tests and/or treatment to patient at medical providers' request; instruct patients regarding preparation for tests ordered by physician.
5. Obtain patient's signature on immunization consent forms or permission to perform in-office procedures.

6. Assist in collection of specimens and prepare them for transportation to laboratory or perform simple routine laboratory procedures as appropriate.
7. Maintain laboratory log book. Record each patient's lab test(s) and results. Send lab results report cards to patients in timely manner. Note abnormal lab test results and ensure provider follow-up.
8. Schedule x-ray procedures and log in referral book; explain procedure and preparations to patients.
9. Flow charts daily to assure all medical assisting entries are made; ensure follow up of patients by making sure they get on referral log and tracking cards.
10. Restock exam rooms with supplies daily; monitor and maintain inventory of medical, laboratory and laundry supplies as needed; dispose of contaminated and disposable items.
11. Receive and organize handling of medication samples; check refrigerator daily & weekly.
12. Be knowledgeable of family planning information and provide instruction to patients as requested by nurse.
13. Attend and participate in staff meetings and committees.
14. Other duties as reasonably assigned.

I have received a copy of this position description.

Signature

Date