MAVERICK COUNTY HOSPITAL DISTRICT
JOB POSTING

JOB TITLE: MEDICAL ASSISTANT
DEPARTMENT: PHYSICIAN SPECIALTY GROUP
STATUS: NON-EXEMPT
REPORTS TO: CLINICAL OPERATIONS DIRECTOR

SUMMARY: Responsible for assisting Provider as per established patient care protocols and procedures by performing a variety of medical assistant functions. Assists in examination and treatment of patients under the direction of the physicians or other healthcare providers. Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight and height) and records information on patients' charts. May be required to draw and collect blood samples from patients and prepare specimens for laboratory analysis. Prepares treatment rooms for examination of patients. Performs moderately complex work and works under general supervision with limited use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Processes new or established patients in a timely and satisfactory manner.
2. Records in patient chart, vital signs, current complaints, and pertinent history.
3. Timely transfers patients in examination rooms.
4. Assists the provider in the treatment of patients as per approved protocols.
5. Performs phlebotomy as requested by provider.
6. Administers injections as requested by provider.
7. Provides patient education, applicable preventive services by protocols, making the appropriate documentation and ordering the education/information literature for patients.
8. Prepares examination rooms and instruments with sterile tray setup.
9. Cleans and sterilizes instruments as per approved protocols.
10. Cleans examination rooms as required.
11. Reviews clinical data on patients and arranges them properly in patient's charts.
12. Will make all lab/x-ray results available in patient's chart for provider acknowledgment and follow-up.
13. Maintains the stock of supplies, instruments in examining rooms and orders medical supplies as required.
14. Collects pharmacy supplies.
15. May perform receptionist duties as per approved protocols as assigned to include greeting patients courteously and making appointments.
16. May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This is a non-supervisory position.

QUALIFICATIONS
To perform this job successfully, individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or its equivalent; graduate of an accredited Medical Assistant Program with one year of experience or three years of related experience.

KNOWLEDGE OF: Standard office practices and procedures; medical procedures and Protocols; medical terminology; and health care industry and systems. Knowledge and Compliant with HIPAA.

SKILL/ABILITY TO: Operate computers, including word processing and spreadsheet software; operate basic office equipment, including copy machine and fax machine; speak and understand both English and Spanish; communicate effectively, both orally and in writing; knowledge of proper grammar usage, spelling and punctuation; good typing skills; appreciation for confidentiality; and maintain effective working relationship with co-workers and the public. Bilingual (English/Spanish) preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Current certification from credentialing organization for Medical Assistants; First Aid, CPR Certification; must have current driver's license with acceptable driving record and insurance. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Human Resources and/or CEO.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee must frequently lift and/or move objects weighing more than 5 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environmental characteristics described herein are representative of those an employee's encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently loud and distracting. The employee is constantly required to perform tedious, exacting work; and to work closely with others as part of a team. The employee will be working with children of all ages and adults of all ages in the office setting. The employee is frequently required to perform multiple tasks simultaneously, and to counsel and assist individuals from a variety of ethnic and socioeconomic backgrounds.