

TITLE: Certified Medical Assistant - Clinical
CLASSIFICATION: Hourly
HOURS OF WORK: Part-time, 16+ hours per week
REPORTS TO: Clinic Manager

SUMMARY

The Certified Medical Assistant (CMA) participates in the care of the patient, under the direct supervision and authority of the Physician and in collaboration with the healthcare team. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare and employment.

ESSENTIAL DUTIES

- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WCs Privacy Policy. Uses the minimum PHI necessary when completing assignments.
- Promotes, establishes, and maintains open and effective communications with all members of WC. Serves as communication liaison between the physician and the patient. Educates the patient as directed by physician in health maintenance, disease prevention, and compliance with treatment plans.
- Prepares patient for examinations, procedures, and treatments by obtaining vital signs; obtaining, evaluating, and recording patient history; and updating medication and immunization records.
- Prepares and maintains examination and treatment areas, ensuring adequate inventories of supplies and equipment to maintain efficient patient flow.
- Assists with examinations, procedures, and treatments. Prepare and administer oral and parenteral (excluding IV) medications and immunizations as directed by physician.
- Receives, organizes, prioritizes, stores, and maintains transmittable information utilizing electronic technology.
- Collects and process specimens, screen and follow up on test results. Performs CLIA-waived tests.
- Recognize and respond to emergencies, obtaining assistance from and/or referring to physicians when appropriate.

SECONDARY DUTIES

- Performs equipment sterilization and weekly QC Spore Testing of Autoclave.
- Assumes responsibility for various department functions in the absence of staff members or in overload situations.
- Participates actively and helpfully in special committees as assigned by management and/or physicians.
- Completes competency and compliance training as assigned.
- Any other duties as defined by management or physicians.

SUPERVISORY RESPONSIBILITY

This position does not supervise any employees.

EDUCATION AND EXPERIENCE

Minimum of a graduation from an accredited medical assisting program. Proof of successful completion of the CMA (AAMA) Certification Examination or equivalent.

Basic Life Support required, or ability to obtain within 90 days of hire. Advanced Life Support Certification a plus.

Bilingual Spanish a plus.

COMPETENCIES

- Advanced knowledge and competence in all skills related to the performance of patient care.
- Exceptional organizational and time management skills to ensure maximum productivity.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense; to carry out instructions and instruct others; and speak clearly to clients, employees and management.
- Ability to deal moderately complex problems involving multiple facets and variables in non-standardized situations, applying good judgement in decision making.
- Ability to work with little supervision while performing duties.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This job operates in a professional medical office environment. Requires the ability to work under pressure and with a diverse population including staff, physicians, patients, vendors, and other members of the public on a regular basis. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will have frequent exposure to contagious diseases; bodily fluids including blood; toxic substances; medicinal preparations and other conditions common to a clinical environment.

This position may be assigned to work in any of our clinic locations as needed.

The physical demands described here are representative of those that must 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 essential duties.

- Frequently required to talk, hear, and/or communicate, convey or exchange information in a clear and concise manner.
- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Frequently required push, pull, reach, and/or transport supplies and or equipment to various locations within the office. (10-50 pounds.)
- Frequently required to have full range of body motion in order to assist, move, and/or lift patients. (75+ pounds.)
- Occasionally required to perceive attributes of objects, such as size, shape, location, by touching, particularly with fingertips.
- Frequently required bend, sit, stoop and stretch.

- Requires close visual acuity to perform an activity such as viewing a computer terminal; reading business periodicals, professional journals, or technical procedures.
- Frequently uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files; and/or to operate medical and technological equipment.

ACKNOWLEDGEMENT

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By signing below, I confirm that I have read the above job description, fully understand the requirements, and agree to perform my duties accordingly.

Employee_____

Date_____