



Virginia Garcia Memorial
HEALTH CENTER

Job Description

Job Title:	Medical Assistant (090)
FLSA:	Hourly/Non-exempt
Base Salary:	\$13.2245 p/hr w/o certificate (\$27,507 if annualized)
Reports to:	Clinic Coordinator

The Virginia Garcia Memorial Health Center's mission is to provide high quality, culturally appropriate healthcare to low-income residents of Washington and Yamhill Counties with a special emphasis on seasonal and migrant farm-workers and to others with barriers to receiving health-care.

Job Summary: The role of the medical assistant (MA) is to work as a member of a multi disciplinary team, performs delegated clinical and administrative duties within the supervising provider's scope of practice consistent with the MA's education training and demonstrated competency.

This job description is designed to outline primary duties expectations, qualifications and job scope.

VGMHC is dependent on each employee's 100% contribution to the organization and the desire to offer your services wherever and whenever necessary. The contribution should not be limited by the assigned responsibilities.

Essential Duties and Responsibilities:

Patient Flow Duties:

- Review daily schedule and verify availability of supplies and working equipment for the day.
- Prepare patient chart prior to appointment time.
- Direct patient flow and room turnover in assigned areas.
- Communicate with the patients and families and keep them informed of schedule delays.
- Maintain cleanliness, inventory and preparedness of assigned exam rooms.
- Provide assistance to patients that need help with ambulation or those dependence of a wheelchair or walker.
- Communicate changes to patient's schedule with the provider and team members.
- Coordinate interpreter services as needed.

- Communicate with families and patients to insure they understand flow and expectations for the visit.
- Provide interpretation as requested.
- Scheduling appointment as ordered by provider.

Direct Patient Care:

- Perform vital sign, diagnostic tests and laboratory tests including waived lab test, venipuncture and specimen processing.
- Accurately document medical information in patients' records (flow sheet, progress notes, immunization records, growth charts, refill logs, etc.) lab logs and quality control logs.
- Determine immunization status and administer immunization as needed.
- Administer medication as ordered by providers.
- Label prepackaged medication as directed by providers.
- Determine type of appointment needed and prepare patient appropriately.
- Assist providers with procedures.
- Dispense information to patients as instructed by providers.
- Call/fax refill request to the pharmacy as ordered by providers.

In-Direct Patient Care:

- Check sharps containers daily, replacing when full.
- Stock information pamphlets and forms in the clinic daily.
- Stock exam rooms, nurse's station, vaccine administration station and lab daily.
- Organize and maintain clean and soiled utility rooms and storage areas.
- Disinfect and sterilize equipment.
- Maintain proper quality monitoring/control program for sterilization system.
- Assist the front desk as needed to expedite check in of patients.
- Clean and disinfect exam tables, counters, and equipment such as scales, toys and blood pressure cuff per VGMHC Infection Control Guidelines.
- Assemble equipment and prepare trays for minor procedures.
- Schedule appointments as ordered by provider.
- Track patients' records as directed by provider .

Clinic Expectations:

- Report off to covering team member when leaving the floor for break, lunch or off duty.
- TEAMWORK: Ability to problem solves issues in a team environment.
- Assist other staff as requested.
- Implement agreed upon changes in functions, policies and procedures.
- Establish appropriate patient/clinic flow priorities and follow through to completion.
- Ensure confidentiality of patients and staff.
- Demonstrates cultural competency.

- An enthusiastic learner with the ability to work quickly, accurately, independently, and under stressful conditions.
- Participate in ongoing professional development and competency assessment, e.g. including but not limited to: attends educational classes appropriate to job development, communicating additional training needs to direct supervisor, attending staff meeting, orienting new staff, and cross-training for position in assigned or other areas.
- Perform other duties requested by Supervisor.
- Handle protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

HIPAA Requirements:

The medical assistant (MA) will have access to PHI during the course of his/her work activities. The MA will use this information to prepare both patients and medical records for visits with the provider and to keep the flow of work going smoothly in the clinic. Applying the minimum necessary standard of HIPAA, the designated records sets to which this employee will have access include: the full medical record, and the scheduling and demographics functions of the practice management system in the view only mode.

Knowledge, Skills and Abilities:

- Bilingual English and another language that represents the population served by the clinic
- Knowledge of medical terminology
- Ability to multi-task and set priorities in an ever-changing environment while maintaining a calm, professional environment
- Have the knowledge and skills through experience and/or training to be able to provide care appropriate to the age of patients served by the clinic
- Recognize own limitations and seek guideline/assistance appropriately
- Rotate to other clinics as needed within the guidelines of the union contract

Education and Experience

- High school diploma or equivalent
- Completion of Medical Assistant training program preferred
- One to three years' previous medical assistant experience preferred