



## PEOPLE'S CENTER HEALTH SERVICES Job Description

**JOB TITLE:** Medical Assistant  
**DEPARTMENT:** Medical Clinic  
**EXEMPT:** No  
**SUPERVISOR:** Senior Director of Quality & Clinical Integration

### SUMMARY

Assure high-quality customer/patient service and quality health care. This position is to provide clinical as well as administrative systems support. The position assists CRPC providers so that the provider can deliver speedy and complete patient care. The position is responsible for completing administrative and clinical tasks required to keep the providers' running smoothly.

### EDUCATION

- High School Diploma or GED
- Graduation from an accredited Medical Assistant Program

### EXPERIENCE

- One to two years experience in a clinic/medical setting.

### CERTIFICATION/LICENSURE

- Certified Medical Assistant

### DUTIES PERFORMED

- Prepare patient for examinations, procedures and treatments.
- Obtain vital signs.
- Assist with examinations, procedures, and treatments.
- Maintain examination/treatment rooms, including inventory of supplies and equipment.
- Collects and process specimens.
- Performs CLIA-waived tests, and basic laboratory tests.
- Perform electrocardiography and respiratory testing.
- Perform phlebotomy, including venipuncture and capillary puncture.
- Performs routine diagnostic procedures including audiograms, vision testing, TB skin tests, injections, ear irrigations and assist with minor surgery.
- Removing sutures and changing dressings.
- Responsible for Medical Assistants daily assignments, tracking attendance and schedules.
- Apply computer and other electronic equipment techniques to support office operations.
- Screen and follow up test results.
- Recognize and respond to emergencies.
- Document patient communication and clinical treatments accurately and appropriately.
- Assist the Chronic Care Coordinator with patient tracking and education
- Authorizing prescription refills as directed by the physician.
- Performs other duties as assigned.

## **QUALITY ASSURANCE PLAN**

- Assist in assuring the quality assurance plan is implemented around customer service and patient advocacy goals and according to schedule as appropriate.

## **TRAINING**

- Acquire CPR skills as requested.
- Acquire OSHA competency skills as requested.
- Assist with patient-related emergency drills to assure safe exit of building.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of medical terminology.
- Knowledge of principles of health promotion and disease prevention and life style enhancements.
- Consistently works well with people of different cultural and ethnic backgrounds.
- Projects a professional image by following dress and grooming standards.
- Consistently follows safety procedures and incident reporting.
- General Computer skills.
- Excellent organization and record keeping skills.
- Ability to multi-task effectively and attend to detail.
- Skill in use of medical equipment, medical records, routine laboratory procedures and aseptic techniques.