WEST CECIL HEALTH CENTER

 JOB DESCRIPTION

 MEDICAL ASSISTANT

OVERVIEW: Responsible for patient care under the direction of a physician or licensed health care provider.

 ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

 1. Room patients, obtain vitals, patient history and reason for seeking care.

 2. Schedule follow up appointments and process telephone messages.

 3. Collection/preparation of lab specimens

 4. Maintain patient records confidentially.

 5. Assist with approved list of medication refills.

 6. Assist the provider with patient education pertaining to their ongoing

 health care:

 a. Results of lab and x-ray reports

 b. Diet and exercise

 c. Laboratory and radiology preparation

 d. Diabetes teaching including insulin injections

 7. Perform and/or assist with Medical Daily Checklist items (attached herein).

 8. Experiences with Electronic Medical Records.

 ADDITIONAL RESPONSIBILITIES:

 1. Must be able to recognize and respond appropriately to urgent/emergent situations per protocols.

 2. Maintain work area, exam rooms, supplies, medications and immunizations.

 3. Perform basic triage per specific office protocol procedures.

 4. Maintain professional appearance and personal conduct at all times.

 5. Adhere to employer work practices as described in policies and procedures

 6. Establish and maintain effective working relationships with physicians, staff and management.

 7. Effectively cope with typical job stress.

 8. Document work processes as required.

 9. Assist with laboratory tracking as stated in clinical policy.

 10. Coordinate outside medical care including home health care and medical

equipment.

 11. Perform other duties as assigned.

 QUALIFICATIONS:

 Education:

 1. High school diploma or equivalent.

 2. Completion of an accredited medical assistant program with certification.

 Certification/Licensure: CPR certification preferred

 Experience: 3 months experience in an office environment preferred.

 Skills:

 1. Medical terminology.

 2. Strong organizational and interpersonal skills.

 3. Knowledge of CPT & ICD-9 coding procedures.

 4. Knowledge of medications and injection procedures for adults and children.

 Other Requirements:

1. Maintain current CPR.
2. Able to perform manual blood pressure screenings

 2. Ability to multi-task efficiently and effectively.

 3. Must be able to act calmly and effectively in a busy or stressful situation.

 4. Ability to communicate effectively in the English language in person, by phone

 and in writing.

 5. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.

 Physical Requirements:

 Hearing: Adequate to perform job duties in person and over the telephone.

 Able to use stethoscope and respond to verbal questions.

 Speaking: Must be able to communicate clearly to patients in person and

 over the telephone.

 Vision: Visual acuity adequate to perform job duties, including visual

 examination of patient and reading information from printed sources and

 computer screens.

 Other: Requires frequent lifting and carrying items weighing up to 30

 pounds unassisted, including assisting patients when required. Adequate

 physical ability including sufficient manual dexterity to perform the

 requisite health care service.

 Requires frequent

 bending, reaching, repetitive hand movements, standing, walking, squatting

 and sitting, with some heavy lifting, pushing and pulling exerted

 regularly throughout a regular work shift. Requires exposure to

 communicable diseases and/or bodily fluids.

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I have read and understand this position description. I understand that, while every effort has been made to describe the nature of the work entailed, this description cannot be construed as an exhaustive list of all responsibilities, duties and skills required for this position. I also understand this position description may be changed in the interest of better patient care or more efficient operation of the health center, and that notification of any change in this position description will be made in writing. I also acknowledge that nothing explicitly stated or implied in this position description alters the at-will status of my employment relationship with West Cecil Health Center, Inc.

 [Employee signature] [Date]

 [Manager signature] [Date]