

Medical Assistant Job Description

Reports to:	LPN Head Nurse
Classification:	Non-Exempt
Department/Site:	Medical

Major Functions:

Under the supervision and direction of the Lead Nurse, assists the nurses in providing patient care.

Essential Functions:

- Documents complete and accurate vital signs and weighs patients; assist in patient flow through the clinical process.
- Clean and restock exam rooms with the necessary supplies.
- Assists physicians and nurses in the examination and treatment of patients.
- Completes laboratory requisitions.
- Accompanies patients to other areas as directed.
- Set up and assist with minor procedures as directed.
- Maintain a safe and clean working environment.
- Prepare patients in a timely and appropriate manner.
- Maintain patient confidentiality.
- Obtains initial information from patients and history of symptoms.
- Adheres to infection-control policies.
- Attend required meetings and participate in committee as requested.
- Possesses the knowledge to operate in a clinical environment.
- Participate in professional development activities.
- Administer immunizations, allergy treatments and other duties as authorized by the physician.
- Performs other work related duties as necessary.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Relationships: Directly responsible to the LPN Lead Nurse, with frequent or continuous contact with the Medical Director as necessary, while performing clinical duties.

Educational/Skills:

1. Two years of clinical experience working in a FQHC. An Associate Degree as a Medical Assistant is preferred.
2. Must possess a current CPR Certification.

Mental Demands:

Demonstrate successfully knowledge in written and or oral communications. Be able to perform multiple tasks. While assisting our patients, must possess a positive and caring. Working in an Health Care facility, frequent exposure to communicable diseases, toxic substances, ionizing, radiation and other common Health Center environment, one must always be cognizant of the potential hazard of exposure and follow the recommended procedures to reduce exposure.

Physical Demands:

Must continuously listen, visualize and have dexterity and eye-hand coordination, ability for grasping and speed work. Must frequently stand, squat, reach, use both right and left forearm rotation and walk. Must occasionally kneel, twist, have ability to grasp firmly, lift and carry, push and pull in excess of 10 pounds. Possibility of exposure to communicable diseases and bodily fluids in a Health Center is probable, however; one you should always be cognizant of the potential hazard and follow the recommended procedures to reduce exposure. Requires working under stress in an emergency situation or during irregular hours.

I acknowledge that I have read this job description and I understand and accept the performance expectations described.

Signature of Employee

Date

Signature of Supervisor

Date