



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

APLA Health is currently seeking a Medical Assistant to join our team! We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

Medical Assistant (90036)

POSITION SUMMARY:

The Medical Assistant will provide patient care services under the direction of a licensed health care provider to APLA Health & Wellness patients. The Medical Assistant will perform administrative front office and clinical back office duties in the medical clinic, including submitting and tracking referrals, taking vital signs, preparing examining rooms, administering medications as ordered by a licensed healthcare provider, performing phlebotomy and other technical clinical functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or has a logical assignment to this position.

- Greets and register patients when needed; assists them with completion of necessary forms; answers telephones and schedules appointments; retrieves medical files; maintains medical records and files.
- Prepares treatment rooms, ensuring that rooms are neat and clean, and stocked with the necessary supplies and equipment for patient examination; maintains sanitary and sterile supplies and equipment.
- Interviews patients to obtain basic medical information and history; measures and records vital signs, height, weight and body mass index (BMI); prepares medical records for provider review.
- Performs phlebotomy to collect blood samples; collects urine and other non-invasive specimens; logs specimens for testing; performs urine dip sticks and finger-sticks for hemoglobin and glucose measurements.
- Maintains monthly equipment logs, i.e. Glucometer, Hemocue, and Refrigerators.
- Assists physicians and nurses in examining and treating patients; handling instruments; preparing and disinfecting treatment sites; applying and removing dressing and bandages; administers medications in accordance with providers orders; administers subcutaneous and intramuscular injections as ordered by mid-level providers and physicians.
- Assist in the preparation of reports as requested.
- Carries out patient discharge processes; clarifies and provides patients with follow-up care instructions and referrals.
- Follows steps outlined in APLA Health & Wellness referral tracking policy to ensure that patients gets the referrals needed and that referrals are appropriately logged and tracked.
- Administers Cardiopulmonary Resuscitation (CPR) in a medical emergency.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

High School diploma or GED equivalent required. Successful completion of a Medical Assistant training program in a recognized institution in accordance with standards established by the Medical Board of California.

Knowledge of:

1. Basic medical terminology and patient care methods and techniques.
2. Methods and procedures for performing technical clinical procedures including phlebotomy, collecting and testing urine and other non-invasive specimens, and administering injections.
3. Routine laboratory procedures.
4. Standards and methods for maintaining sterile and sanitary laboratory and examining room conditions.
5. Methods and standard procedures for the maintenance of medical records.
6. Safety policies and safe practices applicable to the work.
7. HIV infection; STD infection/treatment; HIV/AIDS prevention; psychosocial issues as it relates to HIV and STD transmission/acquisition, special issues relevant to individuals who are at risk for HIV/STD and/or living with HIV; health education and behavior modification theory; human sexuality, substance abuse, behavior change principles and strategies; effective communication skills; group dynamics; data management; general computer knowledge; community resources; health and social concerns of diverse populations such as gay and non-gay identified men who have sex with men and other genders, individuals who share injection paraphernalia, heterosexuals, women at sexual risk and transgender individuals

Ability to:

1. Interview patients effectively for the purpose of acquiring medical, social and sexual histories.
2. Risk reduction counseling to curtail the spread of HIV and other STDs.
3. Communicate effectively with people of various educational, socio-economic and cultural backgrounds.
4. Understand and follow written and oral instructions from physicians, mid-level providers and nurses and apply departmental policies, procedures and protocols applicable to work.
5. Identify and correct unsanitary conditions and maintain sterile environments.
6. Perform routine medical tests and procedures proficiently and accurately.
7. Communicate clearly and effectively, both orally and in writing.
8. Operate a computer and standard business software.
9. Maintain highly confidential personal and medical information in accordance to HIPAA regulations.
10. Exercise tact, objectivity, sensitivity and sound judgment in dealing with a variety of people in a variety of sensitive situations.
11. Establish and maintain effective working relationships with other staff members, patients and others encountered in the course of work.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

Equal Opportunity Employer: minority/female/disability/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=46948&clientkey=A5559163F67395E0A2585D2135F98806>