



Career Opportunity

Title: Medical Assistant (MA)

About the Organization: White Memorial Community Health Center (WMCHC) is a non-profit community health center whose mission is to inspire, provide, and coordinate access to high quality comprehensive healthcare services to individuals and families, regardless of ability to pay.

At WMCHC, we believe that the success of our healthcare mission is directly linked to our people. We are proud of our team. Their high professional standards, integrity, honesty, enthusiasm and dedication bring our mission to life.

EOE Statement: WMCHC is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Location Los Angeles

Description: Summary:
Perform administrative and certain clinical duties under the Director of Nursing and in collaboration with the license provider. The Medical Assistant will obtain patients medical history, vital signs, assist with treatments, conduct point-of-care testing, and have knowledge of EMR, patient scheduling, vaccines for children and CHDP.

Essential Responsibilities

- Assures timeliness of services rendered to patients
- Provides information regarding medical treatment and/or services to be offered during the visit and explains them to the patient/parent
- Listens to complaints from patients regarding services rendered
- Appropriate management of filing records, recording telephone calls and prescription refill information in electronic medical records
- Demonstrates accurate knowledge in management of emergency situations
- Accurately performs visual testing and on-site testing.
- Accurately file all patients' lab results, x-ray, EKG, SCANS and all miscellaneous documents after doctor signs off
- Maintains set-up for collection of all cultures and arranges transportation to Laboratory

- Maintains competency in all point of care laboratory procedures, including but not limited to: urine dipstick, glucose monitoring, urine pregnancy testing, rapid strep, lead level, hemoglobin.
- Under the direction of the license provider, administer injections and other diagnostic test/referrals as order, including immunization, completing lab and x-ray requisitions, and other services ordered
- Ensures that clinical visits summaries are printed and provided to each patient at the conclusion of the visit.
- Assists in preparation of office for a site review and audit
- Stays in compliance with all HIPAA regulations

**Position
Requirements**

Qualifications

- Bilingual (English/Spanish)
- 2+ years work experience in a medical office
- High School Diploma(GED)
- Medical Assistant Diploma-accredited vocational school
- Experience in operating a computer and word processing
- BLS/CPR-American Heart Associations

Status

Full Time