

Job Announcement



Position Title: Medical Assistant
Supervises: None
Reports To: Medical Assistant Supervisor
Written by: Human Resources Department

Department: Clinic
FLSA: Non-Exempt
Effective Date: 9/16
Approved by: CEO

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

General Summary:

Provide direct and indirect support to the provider in the delivery of patient care. Including, but not limited, to taking patient's vitals, placing patient in the exam room, assisting providers with procedures, following-up on provider's orders (labs, referrals, etc.), and ensuring that providers have all needed supplies. MA I should demonstrate knowledge of NextGen Electronic Health Record (EHR) system.

Summary of Essential Duties:

- Triages patient, takes and records patient vital signs
- Prepares patient and assists provider with exams and procedures as needed
- Administers injections and diagnostic test/referrals as ordered, including immunizations, completing lab requisitions and other services ordered by the provider
- Performs diagnostic and laboratory tests including but not limited to audiometry, Snellen, EKG, urine dip, hemocue hemoglobin, etc., according to SFCHC competency standards
- Performs age-appropriate screenings as needed or as directed by provider
- Collects specimens from patients for lab tests or biopsies as necessary
- Assures efficient patient flow with ongoing assessment of provider schedule, and working with other staff to minimize patient waiting time
- Refers patients to other practitioners as recommended by clinical staff
- Assists Nursing staff with patient flow and with emergencies
- Conducts pharmacy and vaccine inventory
- In conjunction with practitioners, ensure medical forms reflect actual patient procedures performed and are completed accurately and filed in the day folder at end of each day
- All medical forms are completed accurately by day's end and entered into day folder
- Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics
- Administers injections and diagnostic test/referrals as ordered, including immunizations, completing lab requisitions and other services ordered by the provider

Job Specifications: *(Knowledge, skills, abilities and experience normally required for competent performance)*

Education and Knowledge

- High School Diploma or equivalent required
- Completion of formal Medical Assistant program required
- Demonstrate knowledge of safety, infection control & emergency policies and procedures
- Demonstrated knowledge of NextGen Electronic Health Record (EHR) system
- Training in community health education preferred

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Experience

- Must have minimum 0 to 3 years or more clinical front and back-office experience
- Require knowledge of medical/office equipment, and medical terminology
- Must be able to communicate effectively, in English, both verbally and written

Skills and Abilities

- Bilingual and Bi-literate Spanish/English required
- Good written, oral and customer service skills
- Excellent interpersonal, organizational, and project management skills
- Excellent communication skills
- Natural at building relationships; empathetic, compassionate, trusting, flexible, good listeners and energetic.
- Excellent logical reasoning and judgment skills; must be detail-oriented and organized
- Demonstrates initiative, exertion, drive, desire for self-improvement, and learning ability for advancement

Licensure and Certifications

- CPR/BLS Certification

Deadline: Open until filled

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

PLEASE VISIT: <https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>