

Medical Assistant

Full-Time, Non-exempt Position

ASSIGNMENT SUMMARY

The Medical Assistant (MA) will be responsible for overseeing operation of patient intake, support physicians and medical staff, and maintain examination rooms and medical equipment. This person will assist with front office duties including clinic reception and medical record keeping when necessary. He/She must be experienced in all procedures of medical assisting for clinical and administrative knowledge. The Medical Assistant will report to the Clinic Manager. This is a full-time, non-exempt, hourly position.

MINIMUM QUALIFICATIONS

- Minimum High School diploma.
- Medical Assistant Certificate including Venipuncture, EKG, and Vital Signs certifications.
- Minimum 2 years of related experience.
- Current First Aid / CPR certification.
- Knowledge of filing procedures and practices.
- Demonstrated ability to exchange pertinent non-routine information.
- Excellent communication skills; written and verbal.
- Ability to interpret a variety of instructions provided in written, oral, diagram, or schedule form.
- Ability to use tact, discretion, and sensitivity when interacting with patients.
- Excellent interpersonal skills.
- Experience in community clinic environment a plus.
- Bilingual English/Spanish or English/Korean highly desired.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Check patient history and vital signs.
- Administer injections, venipuncture (multiple), electrocardiograms, urinalysis, and accu-checks.
- Maintain adequate supply of all medical supplies and equipment.
- Maintain proper specifications for equipment (e.g. daily refrigerator and freezer temperature checks, bleach solution preparation, balance check)
- Prepare examination rooms.
- Provide assistance in examination room when needed.
- Direct patient flow during clinic operations.
- Collect and process specimens.
- Assure that all labs are seen by the M.D and are filed appropriately.
- File all medical charts in accordance with current filing system.
- Assist in scheduling appointments, filing, typing, data entry, record keeping, and other administrative duties at the clinic.
- Participate in staff and educational meetings.
- Other duties as assigned.