



JOB DESCRIPTION

Job title	<i>Medical Assistant</i>	FLSA Class:	<i>Non-Exempt</i>
Department	<i>Medical Clinic</i>	Position Type:	<i>Full Time</i>

Job purpose

Under the supervision of the nursing supervisor, the Medical Assistant is responsible for providing quality patient care by assessing their medical history, taking vital signs, and performing necessary laboratory, health screening procedures and assists the medical providers with patient care.

Duties and responsibilities

- Conduct initial patient assessment, vital signs, EKG, figure stick for Hemoglobin, blood glucose levels, perform urine dipstick and pregnancy test when needed
- Perform accurate EHR documentation.
- Obtain blood specimen from a patient by means of vein puncture or skin puncture according to standard clinic protocol and procedure.
- Administer injection/ immunization as ordered by a medical provider.
- Maintain cleanliness of the exam room by utilizing infection control techniques.
- Ensure exam rooms are stocked with necessary supplies and instruments.
- Check Refrigerator temperature twice daily and record it on the temperature log.
- Work as a team player and be willing to assist other clinical when needed.
- Manage other duties as assigned.

Qualifications

- High School Diploma or GED
- Medical Assistant Certified preferred
- Minimum 1-year of clinical experience preferable
- Computer literacy in any health information systems
- Ability to work in a fast-paced environment and be part of a team, as well as to work independently.
- Good written and verbal communication skills.
- Current CPR card.
- Ability to work and communicate effectively with people from different cultures, social and economic backgrounds, education.
- Bilingual in English and Spanish and/or Cantonese/Mandarin preferred

Physical Demands



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- Must be able to remain in a stationary position 50% of the time.
- Ability to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Able to constantly position yourself to maintain files in file cabinets such as reaching with hands and arms, kneeling, crouching, etc.
- The ability to communicate, detect, converse with, discern, convey, express oneself, and exchange information is crucial for this role.

Direct reports

Clinic Operations Manager