

# **T.H.E. HEALTH AND WELLNESS CENTERS**

## **JOB DESCRIPTION**

**POSITION:** **MEDICAL ASSISTANT**  
**DEPARTMENT:** Medical Unit  
**STATUS:** Full-Time, Non-Exempt

**POSITION SUMMARY:** Under the direction of the Medical Unit Manager. The Medical Assistant offers assistance to the providers for necessary patient care services within the scope of the clinic.

### **Essential Duties and Responsibilities:**

1. Greets all patients in a professional and friendly manner.
2. Takes vital signs of patients: height, weight, blood pressure, indicates reason for visit, brief review of medical history and prepares patients for examination by provider.
3. Obtains records and performs indicated "in-house" lab tests, immunization, hem-occult and any other tests as ordered by a provider. Obtains results for providers when necessary.
4. Performs Rapid HIV testing.
5. Performs EKG's as ordered by a provider.
6. Completes necessary document accurately for all lab work.
7. Provides assistance to provider during physical examination and/or specialty procedures as needed.
8. Completes & enters data into patient's records and submits all forms in a timely manner.
9. Maintains medical unit supplies in laboratory and exam rooms.
10. Attends and participates in meetings as required.
11. Other duties as assigned.

### **Education and Qualifications**

- High School Diploma or equivalent
  - Certification in Medical Assistant
  - Certification in CPR
  - Phlebotomy Certification a plus
  - Minimum one year of Medical Assistant experience
  - Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
  - Ability to work independently and a self-starter with minimal supervision
  - Excellent oral and written communication skills
  - Excellent organizational skills
  - Computer proficiency
  - Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
  - Bilingual in Spanish required
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