



## Job Posting

**Title:** Medical Assistant

**Base Salary Range:** \$43,680 - \$45,760 plus benefits

**FTE:** Full-time, Non-Exempt

**Our Mission:** The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multicultural environment. 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:** The Medical Assistant will provide direct and indirect support to the provider in the delivery of patient care. Including, but not limited, to taking patient's vitals, placing patients in exam rooms, assisting providers with procedures, following-up on provider's orders (labs, referrals, etc.), and ensuring that providers have all needed supplies. Medical Assistants should demonstrate knowledge of NextGen Electronic Health Record (EHR) system.

- Triage patient, takes and records patient vital signs
- Prepares patient and assists provider with exams and procedures as needed
- Administers injections and diagnostic tests/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
- Assures efficient patient flow with ongoing assessment of provider schedule, and working with other staff to minimize patient waiting time
- Prepare patient charts prior to visits and accompany the provider during the visit, transcribing visit notes and assisting with documentation related to vitals, medical history and care plans
- Transcribe handwritten progress notes into electronic health record system
- Transcribe patient orders, including but not limited to laboratory tests, radiology tests, medications, etc

### Qualifications:

- High School Diploma or equivalent required
- Completion of a formal Medical Assistant Certificate from an accredited program required
- Medical Assistant Diploma/Certificate



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- Current BLS Certification required
- Current CPR Certification required
- Bilingual and Bi-literate Spanish/English preferred

### Experience

- Must have minimum of 0 to 3 years or more clinical front and back office experience.

**Top benefits or perks:** As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health Care, Dental, Life Insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

### **Contact/application information:**

To apply please visit South Central Family Health Center's website at:

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