



JOB DESCRIPTION

POSITION TITLE: *Medical Assistant*

CLASSIFICATION: Hourly, Non-Exempt

LOCATION: Clinic

JOB SUMMARY: As a Medical Assistant, you will support Physicians and Advanced Practice Professionals in delivering patient care. Your responsibilities will include both administrative and clinical duties, as well as assistance with medical procedures. The role requires strong organizational skills, attention to detail, professionalism, and a compassionate approach to patient care.

ACCOUNTABLE TO: Clinic Lead

JOB DUTIES:

Responsible for **accurately** executing tasks under the guidance of physicians or advanced practice professionals during patient examinations and treatments, and under the supervision of the clinic lead for administrative duties, which include, but are not limited to, the following:

1. **Provide clinical services such as TB skin tests and administration of prescribed medication both oral and injectable.**
2. **Draw blood, prepare, and administer vaccinations, injections, and obtain laboratory specimens.**
3. **Assisting with procedures such as pap smears, wound care, and EKGs**
4. **Prepare patients for healthcare provider examination, position instruments and equipment, and assist the healthcare provider.**
5. **Rooming patients and reviewing medication reconciliation.**
6. **Obtain patient medical history and take appropriate vital signs. Document accordingly in EHR system.**
7. **Greeting patients, arranging appointments for various providers, verifying insurance eligibility information collecting co-pays, scanning insurance documents, and inputting and updating data.**
8. **Scan all medical records into the EHR system.**
9. **Responsible for ensuring the upkeep of current laboratory supplies inventory, back-office logs (daily/monthly), and managing general supplies.**
10. **Answers phones, screens and triage incoming calls, and direct calls appropriately. Reminder calls to patients for upcoming visits or to reschedule missed appointments.**
11. **Adhering to infection control, safety guidelines and confidentiality policies.**

- 12. Participate in and assist with the implementation of quality improvement initiatives.**
- 13. Attend all required meetings and training courses.**
- 14. May be required to pick-up vaccines, medical supplies, etc.**
- 15. Consistently demonstrate and uphold CCCHC's principle of providing quality health and human services to the underserved and low-income populations in a culturally sensitive manner.**
- 16. Punctuality and Attendance: This is an essential job duty for CCCHC's employees given the impact on patients.**
- 17. Adhere to all policies and procedures, including the Employee Handbook.**
- 18. All other duties, as assigned.**

Special Knowledge, Skills, Abilities and Attributes:

- Demonstrated ability to exercise sound judgment.
- Familiarity with HIPAA compliance.
- Knowledge of infection control standards and OSHA regulations.
- Experience with electronic health record (EHR) documentation standards.
- Ability to work with diverse and underserved populations
- Communicate effectively and tactfully with patients, customers, managers, and other levels of personnel, in person and on the telephone.
- Plan, be organized, and detail oriented.
- Work well under pressure, take initiative, and be flexible and cooperative.
- Self-motivated and independently productive, while still working as a team.
- Maintain confidentiality of patient information and Company records.
- Work effectively with both employees and managers.
- Convey a positive and professional image to patients and employees.
- Professional appearance and demeanor.
- Demonstrated proficiency in various PC applications, including E-mail, Microsoft Excel, and Word, Internet and networking devices.
- Required to know, follow, and enforce safe work practices, be aware of company policies and procedures related to job safety, including safety rules and regulations.
- Must possess dependable transportation, automobile insurance, and a current CA Driver License.
- Handle multiple tasks while also being tactful, diplomatic, and empathetic.
- Maintain composure under conditions of urgency and/or time constraint, or fast-paced environment.

Education and Experience Requirements

- High School Diploma/GED.
- Medical Assistant Certificate

- Bilingual in English/Spanish preferred.
- BLS Certification required.

Working Conditions

Normal clinic environment with:

- Medical office environment, In-person in clinic.
- Frequent walking, reaching with hands and arms.
- Occasional stooping, lifting under 20 pounds, and kneeling.
- Occasional driving.
- Potential exposure to hazardous fluids, communicable diseases.

Acknowledgment of Receipt of the Job Description for Medical Assistant Position:

Statement of the Position Holder:

I accept the accountability of this position and agree to produce the results, perform the work and meet the standards set forth in this Position Agreement.

Printed Name:

Signature:

Date: _____

Statement of the Position Holder's Supervisor:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

Printed Name:

Signature:

Date: _____

Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee's Personnel file