



Arroyo Vista Family Health Center

JOB DESCRIPTION

Position Title: Medical Assistant

Salary Range: \$22.46 - \$25.80 Hourly

Summary:

Under direct supervision of the R.N. Charge Nurse, or Licensed Vocational Nurse in the absence of the R.N., the Medical Assistant is responsible for assisting physicians, mid-level providers, and licensed Nurses in the provision of medical and nursing care to patients, throughout the five stage life cycle, OB/GYN, pediatrics, adolescent, adult including women's health, and geriatric medicine, performs medical assistant procedures as ordered by the providers at the Agency's network of Health Center delivery sites.

RESPONSIBILITIES AND DUTIES:

1. Responsible for providing medical assistant services to patients throughout the five stage life cycle, OB/GYN, pediatrics, adolescent, adult including women's health and geriatric medicine at the Agency's network of Health Center delivery sites.
2. Responsible for preparing examination rooms with e.g., required equipment, supplies and education materials for the provision of medical care by providers and nursing care by nursing staff, assists licensed nurses with opening and closing clinic procedures.
3. Responsible for taking vital signs: blood pressure, pulse, respiration, and temperature; takes height and weight measurements, obtains head circumference and weight of patients two (2) years old and under, obtains the patient's clinical complaint(s), and documents all the above information in the patients' electronic health record.
4. Responsible for performing screening tests, including vision, audio graph Snellen test, EKG test, pulmonary function test and other tests within scope of practice as ordered.
5. Responsible for administering immunizations, injections and medication, within scope of practice and as per provider's orders, and complies with immunization and medication administration handling and storage policy and procedure.
6. Responsible for assisting the physician and mid-level providers with pelvic examinations, and with minor procedures, follows informed consent, time out, and infection control policy and procedures.
7. Responsible for performing basic laboratory procedures to include, e.g.; obtaining blood specimens for testing, performing hemoglobin, urine analysis, and urine and throat cultures as ordered, and draws blood specimens as needed and ordered.

8. Responsible for documenting patient care information in the patient's electronic medical record, provides health education within scope of practice, and documents education provided in the Patient's Education Electronic Medical Record.
9. Responsible for maintaining daily equipment and supply logs and for maintaining health screening logs as assigned.
10. Responsible for equipment sterilization as assigned and follows safety and infection control policy and procedures.
11. Responsible for receiving and documenting messages pertaining to patients in the absence of the physician, mid-level provider and licensed nurse, and informs provider, mid-level provider and licensed nurse in a timely manner within the work day shift.
12. Responsible for attending required onsite and offsite in-services and education classes to maintain skills competency, required certification and current knowledge for standard of care and effective practice.
13. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
14. Responsible for actively participating in the Agency's Improving Organization Performance Program, to include but not limited to The Joint Commission and Patient Centered Medical Home, Infection Control Program, the Safety Program, and the Emergency Preparedness Program.
15. Responsible for performing other duties as assigned.

REQUIREMENTS:

1. High School diploma or G.E.D.
2. Certificate from an accredited medical assistant program with clinical internship in an outpatient setting.
3. Bilingual (English/Spanish) and familiarity with the Hispanic culture.
4. Current CPR card.
5. Access to automobile with valid California driver's license and state mandated automobile insurance.
6. Work schedule to include evenings, overtime, and weekends as needed.