



## Job Description

**Position Title:** Certified Medical Assistant  
**Department:** Medical  
**Position reports to:** LVN Supervisor

### Position Summary:

Under direct supervision, determine reason for patient's visit; assist with minor surgical/diagnostic exams; assist patients to understand recommendations given by their health care providers; performs patient care functions; post patient's information to medical records; answer and screen medical calls; provide support in planning continuity of treatment.

### Responsibilities:

- Take and record vital signs; report abnormal findings to provider.
- Perform: venipuncture; EKG; apply/remove dressings and bandages; collect non-invasive specimens from both adults and children; assist patient in ambulation/transfer; perform simple lab test; read PPD skin tests; perform visual acuity/audiometric screening; perform finger sticks; obtain throat swabs; perform ear lavage; administer medication/vaccines as per CMOAR policy/ procedure and scope of practice including Pulmoaid.
- Document reason for patient's visit.
- Observe signs, symptoms and reactions and report unusual conditions as appropriate.
- Prepare consent forms as needed and required.
- Administer and document treatments as per policy and procedure.
- Maintain laboratory logs.
- Collect and label specimens; prepares appropriate lab slips with 100% accuracy.
- Prepare/assist the provider with examination and/or procedures.
- Provide patient/family education related to treatment and after care according to policy and procedures. Explain all procedures and treatments to patient prior to their performance. Assure patients/family's understanding by obtaining verbal feedback or return demonstration.
- Adhere to infection control practices: Universal Precautions; Hand Washing; Sterile/Aseptic technique.
- Mathematical skills: add, subtract, multiply and divide.
- Respond to emergency situations according to established policies.
- Demonstrate knowledge in proper use of equipment and emergency procedures.
- Maintain a safe, clean work area.
- Maintain and observe ergonomics safety precautions.
- Promote cost effectiveness by utilizing equipment and supplies in an efficient manner.
- Maintain established stock levels in assigned areas.
- Learn and use current MIS system.
- Adhere to HIPPA guidelines.



- Discharge and arrange follow up appointments.
- Document pertinent patient data.
- Assure timeliness of services rendered to patients.
- Assist with translation when necessary.
- Assist Pharmacy Clerk, LVN and D.O.N. with monthly check medication expiration in the dispensary.
- Generate and route data forms to appropriate destination (billing, medical records, etc.).
- Review super bill forms.
- Organize time and promotes team effort.
- Maintain current CPR
- Perform clerical duties as assigned.
- Attend in-services and/or trainings.
- Ability to lift/move up to 15 pounds.
- Other duties as assigned.

### **Qualifications/Requirements:**

- Medical Assistant certification
- One-year experience in related field.
- CPR certification
- High School graduate or equivalent
- Basic computer skills
- Bi-lingual English/Spanish
- Flexible hours
- Willingness to travel (if applicable must have current driver's license and vehicle insurance).
- Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.

### **Observes CMOAR Standards**

- Observe regulations on timecard use and reporting.
- Maintain attendance as a policy.
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards.
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
  - Display clearly visible identification such a security badge.
  - Treat all patients with respect and dignity and adhere to the Patient Bill of Rights.
  - Treats all employees with respect and dignity in accordance with CMOAR policy and procedure.





**CLINICA MSR. OSCAR A ROMERO IS AN EQUAL OPPORTUNITY EMPLOYER**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_