South Central Family Health Center

Job Posting

Title: Medical Assistant
Base Salary Range: $24.00 Hourly - plus benefits
FTE: Full-time, Non-Exempt

Seeking a skilled and dedicated **Medical Assistant** who wants to make a difference in our community. We want to hear from you if you thrive in a fast-paced, caring, and compassionate environment!

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. The ideal candidate will have to perform some of the following essential duties.

- 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.
- Records patients' medical history, vital statistics, or information such as test results in medical records
- Ensure labs, imaging, and specialist reports are available in the EHR (NextGen)
- Flag gaps in care (immunizations, screenings, chronic disease measures per UDS/HRSA)
- Verify demographics, insurance, and preferred pharmacy.
- Reviews Social Determinants of Health (SDOH) questionnaires
- Administers injections and diagnostic test/referrals as ordered, including immunizations, completing lab requisitions and other services ordered by the provider
- Conduct evidence-based screenings (PHQ-9, GAD-7, fall risk, smoking, alcohol, food insecurity, etc.)
- Performs diagnostic and laboratory tests including but not limited to audiometry, Snellen, EKG, urine dip, hemocue hemoglobin, etc., according to SFCHC competency standards
- Assures efficient patient flow with ongoing assessment of provider schedule, and working with other staff to minimize patient waiting time
- Assist during visit (POC tests, chaperone, documentation support)
- All medical forms are completed accurately by day's end and entered into day folder
- Travel between clinic sites to cover staffing shortages.

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Qualifications and Requirements:

- High School Diploma or equivalent required
- Medical Assistant Certificate required
- Current BLS Certification required

Experience:

- Must have minimum of 4 to 6 years or more clinical front and back-office experience.
- Must be able to work independently within scope of assigned task with minimum supervision

Skills and Abilities:

- Excellent written, oral and customer service skills with patients, visitors, and staff
- Excellent interpersonal, organizational, and project management skills
- Strong charting/documentation skills.
- Must be detailed orientated.
- Bilingual and Bi-literate Spanish/English preferred

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