
SUBJECT: MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION
DEPARTMENT: MT GRANT MEDICAL BUILDING
TITLE: CLINIC MEDICAL ASSISTANT
REVISION DATE: 03/02/2012

DEFINITION:

Works under the direction of the Clinic Coordinator and physician to assure all patients are seen in an expedient manner. Participates in the planning, and implementation, of patient care, within the objectives, standards, and policies of the department and within the parameters of his or her preparation. Cooperates with the members of the nursing and medical staffs and other hospital departments.

EXAMPLES OF DUTIES:

The duties listed below are examples of work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions of this position.

1. Greeting patients, screening vital signs and eliciting a brief history and record on patient records.
2. Perform procedures, such as injections, under the supervision of the ordering provider.
3. Maintenance of equipment and supplies.
4. Stocking of equipment and supplies
5. Maintaining a safe working environment in compliance with infection control guidelines.
6. Be able to schedule patients for up to two providers in a clinical setting.
7. Timely and accurate documentation of patients' charts.
8. Perform accurate and prompt transcription of physicians' orders.
9. Responsibility for filing patient information received at our clinics from hospitals, other physicians, labs, etc.
10. Help with entering patient registrations into the computer system.
11. Help with general office tasks as time allows, including receptionist duties.
12. Perform functions that are in the scope of practice of the certification/position held.
13. Timely and accurate documentation of patient's charts.
14. Accurately and promptly transcribe physician orders.
15. Maintain a safe working environment, complying with infection control.
16. Check the patient into the exam room and obtain vital signs as needed and then be available to assist help with exams as needed per physician/PA discretion.
17. Assist the physician/PA with minor surgical procedures performed in the clinic treatment room.
18. Responsible for filing of patient information received from hospitals, other physicians, lab, etc.
19. Assist with preparing of charts for new patients.
20. Assist the physician PA by giving immunizations, running minor lab procedures including hemoglobins, CA's, urine pregnancy tests. etc. per physician/PA supervision.
21. Responsible for keeping the medical supply inventory current.
22. Responsible for end of the year inventory.
23. May be responsible for keeping Saturday office hours with the physician/PA on certain occasions with duties to include: patient scheduling, answering the phone and assisting physician/PA.
24. Responsible for general cleaning of exam rooms, waiting room, restrooms, and clinic office lab each morning.
25. Assist with registering patients into the computer system.
26. Assist with copying of patient's records for insurance companies, other facilities, etc.

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27. Implement established nursing policy and procedure, promptly reporting any patient condition that require additional follow-up.
28. Other duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Ability:

Knowledge of

- Excellent organizational, detail and communication skills;
- technical and documentation skills;
- Basic medical terminology.

Ability to

- perform tasks within the physical parameters as specified by the provider;
- institute and maintain efficient scheduling for up to two physicians and/or physician assistants;
- comply with Mt. Grant General Hospital's safety policies and procedures;
- work quickly in an often-times fast-paced, demanding work area
- organize work flow, respond to emergencies, set a professional example, and note detail;
- to maintain a restorative care philosophy, excellent professional skills and good communication and organization skills;
- work with minimal supervision and to be a self starter;
- be flexible and to work in an environment that has frequent and multiple interruptions, which is stressful at times;
- maintain confidentiality;
- work well with the general public;

Experience and Training:

Any combination in training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge and ability is:

High School Diploma or its equivalency AND

Two years of experience in clerical/office support work AND/OR

Education at the high school or post-high school level in English, spelling, keyboarding, computers, business, or office practices AND

Proficiency in PC computers and applicable spreadsheet software

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

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Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Light lifting (up to 50 pounds) and lifting/assisting patients is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

FLSA Status: Non-Exempt

LIMITATIONS/DISCLAIMER:

1. The above job description is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
2. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with federal and state laws.
4. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the requirements and qualifications of the position Clinic Medical Assistant and to the best of my knowledge believe I can perform these duties as described with or without accommodation.

Signature

Date