



CERTIFIED MEDICAL ASSISTANT

Job Description: Works under the supervision of the Nurse Manager and/or Lead MA, performs certain clinical and administrative tasks to support/assist the Medical Provider in the delivery of patient care services.

Key Responsibilities – Essential Functions

- Room's patients, perform and document vitals, administers vaccines, medications, injections per policy and procedure.
- Performs pain assessment
- Updates medication list in EMR, give patients a copy of updated medication list
- Performs EKG's
- Performs visual screening using Snelling Eye Chart
- Performs Audiology Screening
- Performs and document emergency equipment function checks
- Monitors/documents temperature checks, document corrective actions as applicable
- Performs phlebotomy and waived lab tests per protocol in the absence of assigned lab person
- Participates in proficiency testing
- Checks crash cart at required interval and restock as necessary
- Practices effective infection control
- Assists or initiate care in life-threatening emergency situations such as Code Blue
- Asks patients to complete satisfaction surveys
- Abides with all HIPAA rules and regulations
- Disposes of biohazard waste according to OSHA standards
- Practices OSHA safe work rules
- Performs accurate, legal, and ethical documentation at all times
- Discharges patients at the end of each visit and reschedules as applicable
- Prints Plan of Care at the end of visit
- Participates in Patient Centered Medical Home Care Team collaboration
- Asks patients to complete a satisfaction survey on each day of visit (10 daily)
- Performs other duties as assigned inclusive of travel from one CCCHC site to another to perform duties/tasks when requested by Nurse Manager, Lead MA, COO, and CEO.

Working Condition and Physical Requirements:

- Handle some work-related stress
- Stand for prolonged periods of time and withstand a moderate amount of walking.
- Bend, stoop and lift and/or push up to 50lbs. with reasonable accommodations as applicable.
- Must be able to work at all CCIHS locations, if needed to perform duties/tasks and/or distribute documents, as deemed necessary.
- Must be willing/agreeable to work weekends, if needed.
- Pleasant comfortable environment
- Direct patient interaction
- Work a 40-hour week, some over time may be required.

Skills/Abilities and Education:

- Organizational skills
- Knowledge of health care and medical procedures, including medical terminology.
- Interpersonal/Human relations skills
- Attentiveness to details
- Phlebotomy skills, and good communication
- Ability to prioritize duties
- Ability to use emergency equipment and respond to emergency situations
- Ability to exert average physical effort
- Ability to multi-task
- Graduate of an accredited Medical Assistant Program

Licensure/Certification

- National CMA Certification; uncertified new hires must obtain certification by the end of the 90-day introductory period
- Current CPR Certification