

CASCADE MEDICAL CENTER

SUBJECT: JOB DESCRIPTION
CLINIC MEDICAL ASSISTANT

SUPERVISOR: Clinic Manager

A. JOB SCOPE AND PURPOSE

To ensure high quality service to patients, physicians, and appropriate customer groups.

B. JOB FUNCTIONS

1. Maintain patient confidentiality according to HIPPA regulations.
2. Greet and escort patients from the clinic waiting room to the exam room.
3. Obtain patient vital signs and chart appropriately.
4. Prepare the patient for the provider visit including undressing and positioning as needed.
5. Determine and document chief complaint.
6. Review why patient is being seen, locate any records relevant to the visit (i.e. ER records, labs, XR reports, etc.) prior to the provider seeing the patient.
7. Notify the provider that the patient is ready for the visit.
8. Ensure exam room supplies are available and stocked appropriately.
9. Ensure that the provider is staying on schedule. Develop signals to use with the provider to indicate that it is time to move on.
10. Advise provider of the arrival of any ER patients and notify clinic patients of any time delays related to the need of the provider in the emergency room.
11. Choreograph the flow of the back office and use of the exam rooms.
12. Assist the provider as needed.
 - a. Electronically refill prescriptions and note appropriately in patient chart.
 - b. Call patients with lab/x-ray/EKG results as instructed.
 - c. Respond to patient calls and concerns.
 - d. Provide patient education as instructed.
 - e. Assist in the preparation of forms such as physician referrals.
 - f. Administer injections as instructed.
13. Ensure encounter form is correct and completed in a timely manner by the provider.
14. Complete all relevant paperwork required for medication assistance programs.
15. Responsible for the patient chart updating notes and current information, medications etc...

C. QUALIFICATIONS

Education: Medical Assistant certification preferred.

High School preferred, with ability to read, write and speak English. Able to do simple mathematics.

Experience: Preferred one-year experience in a hospital, clinic, or related experience.

Health: Good physical and mental health and personal hygiene.

Dexterity and

Physical Demand: Requires frequent use of computers and movement around the clinic.

Job Requirements: Knowledge of computers and some computer programming. Meet or exceed customer needs in a caring, efficient and cost effective manner, demonstrate honesty, and maintain complete patient confidentiality according to HIPPA regulations.

D. BASIC CONDITIONS OF EMPLOYMENT STANDARDS

Those outlined in general hospital policy on:

1. Customer Service
2. Quality
3. Professional Conduct
4. Personal Conduct
5. Competency

E. WORKING ENVIRONMENT

Risk of exposure to (check those that apply and list "other")

☒ Blood & bodily fluids
☒ Disease
☐ TB (to require mask)

☒ Latex
☐ Hazardous drugs
☒ Mechanical/Electrical

☒ Odors, chemicals
☐ Other: _____
☐ Other: _____

F. PHYSICAL REQUIREMENTS

Please complete based on a normal day's work.

Employees are asked to sign a statement indicating whether they can perform the essential functions of their position. Requests for accommodation will be considered on an individual basis.

Classifications	Max	Frequent	Occasional	This Job
Sedentary	10 lbs.	-	-	
Light	25 lbs.	10 lbs.	-	X
Medium	50 lbs.	25 lbs.	10 lbs.	
Heavy	100 lbs.	50 lbs.	20 lbs.	
Very heavy	>100 lbs.	-	-	

	Frequent > 60% of day	Occasional 30% of day	Limited Up to 30% of day
Sitting		X	
Twisting/turning from waist		X	
Standing	X		
Climbing			X
Crawling			--
Left/right foot movement		X	
Walking	X		
Bending		X	
Stooping		X	
Kneeling			X
Squatting			X
Push/pull objects on roller/wheel			X
Push/pull objects not on rollers/wheels			X
Reaching above shoulder level		X	
Reaching below shoulder level		X	
Moving objects horizontally (left to right)		X	
Moving objects vertically (up and down)		X	
Handling (holding, grasping, working with hands)		X	
Fine finger manipulation (size, shape, temperature, texture by finger receptors)		X	

	Check If Appropriate
Senses needed to perform essential functions of the position: Hearing, talking, depth perception, color, vision, touch and smell.	X
Maintain a stable posture and gait with hands free to perform anticipated or routine and emergent patient care.	X
Endurance (cardiovascular fitness)	
Physically and mentally able to work extended hours when necessary	X

I have read the job description above and agree that I am qualified and able to perform the job to the best of my ability:

Employee Signature

Date

Administrator Signature

Date