

JOB DESCRIPTION

JOB TITLE: Medical Assistant	JOB LEVEL:
LOCATION:	FLSA STATUS: Non-Exempt
DEPARTMENT:	REPORTS TO: Practice Manager

Brand Promise: *True Patient Centric Care*. This is the statement we make to our patients, coworkers, and the community that identifies what they should expect from us, our services and organization. The Brand Promise defines our entire organization and touches every aspect of HealthSource of Ohio.

Brand Character: *Friendly, Accessible, and Credible*. Every patient. Every encounter. Every employee. Every conversation. Everyday! This is the personality of our Brand. It's our style, tone and language we use, and the purpose we serve. Our Brand Character drives our behavior and how the world sees HealthSource of Ohio and you.

The Brand Promise and the Brand Character empower you to provide quality care to every patient. We are passionate about making a real difference in the communities we serve.

JOB SUMMARY: Under general supervision and according to HSO established policies and procedures performs medical assisting duties as required, including, but not limited to the responsibilities outlined in this job description. These duties should be executed maintaining an attitude of professionalism and within the scope of required competencies for a medical assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Delivers the HSO brand promise of putting the patient/customer at the center of all we do.
2. Ability to read and write in order to communicate with patient and physician
3. Efficiently receives and screens the on-site patient, identifying needs and implementing them in preparation for the physician's exam. This may include vital signs, proper positioning, and obtaining specimens as per nursing protocol
4. Correctly assesses patient's physical and cognitive capabilities and gives additional assistance as indicated, i.e. assistance disrobing, completion of forms, wheelchair/ stretcher transfers etc
5. Competently assists providers in procedures. This may include Pap smears, suturing, lesion removals with biopsy, use of sterile field, casting, cryotherapy, chemical cautery, OB procedures, Colposcopy, Amniocentesis, Versions, NST's, and other site specific procedures
6. Administers medication, PO, IM, or SQ as calculated and ordered by the physician
7. Performs other clinical tasks which may include venipuncture, ECGs, Urine Cultures, Urine Drug Screen, 24 Hour Urine, Hemoglobin, Blood Glucose, Sed Rate, Urine Pregnancy Test, Stool Hemocult, Newborn Screening Tests
8. Changing Dressing and other office specific testing as ordered by the physician and outlined in the procedure manual
9. Scans correspondence and lab work efficiently and accurately and with regard to patient confidentiality according to established office policy
10. Maintain a safe and orderly working environment with proper care and maintenance of medical equipment and instruments. Restock supplies as indicated
11. Complete intake procedures necessary forms for lab and X-ray
12. Competently operates standard office equipment
13. Competently operates medical office software
14. Exhibits brand characteristics of Friendly, Accessible, and Credible.
15. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

1. None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skill and/or ability required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Medical Assistant Certification or Registry Preferred

LANGUAGE SKILLS:

- High level of oral communication with the ability to understand and empathize with the patients. Good written communication skills.

MATH SKILLS:

- Basic math with an understanding of Medical measurements

COMPUTER SKILLS:

- Basic PC skills with the ability to learn propriety and other software used in the office setting

Education and Experience: Check the **Minimum** requirements for education and experience for this position.

Education: *Check appropriate box*

- Basic Skill Set
- High School or Equivalent (GED) and completion of a Medical Assistant Program Required; Certification or Registry Preferred
- High School & Specialized Training (*min.6 mos.- 2yrs.*)
- Associate Degree in:
- Bachelors Degree in:
- Master's Degree in:
- PhD
- M.D./DO

Experience Required: *Check appropriate box*

- Entry Level
- 3 months – 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 5 years
- 5 to 7 years
- 8 to 10 years
- > 10 years

Type of Experience: Medical Office Experience

TRAVEL REQUIREMENTS: As needed

ENVIRONMENTAL CONDITIONS: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. (List specific conditions for the position if any)

Potential exposure to blood and body fluid:

- Category I** – Performs tasks which involve exposure to blood, body fluid, or tissue.
- Category II** – Performs tasks which involve no exposure to blood, body fluid or tissue, but may perform unplanned Category I tasks.
- Category III** – Performs tasks that involve no exposure to blood, body fluid or tissue.

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Activity: **(Check all that apply)**

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ACKNOWLEDGEMENTS:

We have discussed this form and agree that it is a fair and accurate description of the responsibilities and expectations of this position.

Employee Signature

Date

Supervisor Signature

Date