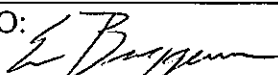




Amistad Community Health Center

*Our mission is to show and share the love of Jesus Christ to the Corpus Christi community by providing holistic, affordable and quality health care services.*

Title: Medical Assistant	Department: Medical
Supervisor: Staff Manager	FLSA Status: Non-Exempt M-1
Created: April 14, 2021	Approved By CEO: 

**GENERAL SUMMARY OF DUTIES:**

The medical assistant provides administrative and clinical health care services under the supervision of physician, physician assistant, or nurse practitioner. His or her duties include answering phones, calling patients with lab results and pharmacies with prescriptions, scheduling appointments for diagnostic exams, taking medical histories, recording vitals, collecting and preparing lab specimens, assisting with patient examinations, and educating patients on medications and medical diagnosis. During all work the medical assistant promotes a safe and healthy work environment.

**JOB RESPONSIBILITIES**

- Supports the agencies mission, vision, and value statement delivering compassionate support, attention and assistance to families
- Answering and referring inquires that arrive by phone or electronic communications
- Welcoming patient to visit and rooming including measuring height, weight, and vital signs, reconciling current medication, and recording allergies
- Recording medical history and reason for visit, typing at least 40 (WPM)
- Dispensing and managing medical release form for new patients
- Preparing and administering medications, including by intramuscular, intradermal, and subcutaneous injections
- Supporting patient care delivery by assisting health care providers during examinations, preparing rooms with gowns and drapes as needed, performing EEG, capillary tests (A1c, newborn screen, Lead, Hemoglobin, glucose), administering albuterol treatments, and other patient care items as needed following proper training.
- Collecting and preparing specimens for basic laboratory tests
- Transmitting prescriptions refills as directed by health care provider
- Instructing patients about medication, special diets, and common conditions as requested
- Discharging patients, assisting with referral processing, and arranging diagnostic and laboratory services
- Cleaning and preparing patient examination rooms by sanitizing after each patient
- Properly disposing contaminated supplies and sterilizing instruments
- Managing inventory of medical supplies and equipment and stocking examination rooms with appropriate supplies
- Abide by principle and law related to confidentiality HIPAA, federal, state, and local requirements, and HRSA standards
- Supports the agencies Mission, Vision and Values Statement.
- Performs all other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Current BLS certification
- Knowledge of HIPAA regulations
- Knowledge of basic nursing care and procedures
- Knowledge of medical terminology
- Knowledge of sterile technique and universal precautions
- High attention to detail
- Excellent written and verbal communication skills

**PERFERRED**

- Bilingual English/Spanish Medical Assistant Certification

**EDUCATION:**

High School diploma or GED

**EXPERIENCE:**

Minimum of one (1) year of experience working a health care setting and working with patient information

**PHYSICAL/MENTAL DEMANDS:**

Requires sitting, standing and walking for extensive periods. Some bending and stretching required. Manual dexterity using computer keyboard is necessary. Must be able to carry and move more than 30lbs.

**ENVIROMENTAL/WORKING CONDITIONS:**

Ambient room temperature, lighting and traditional office environment exists. May experience traumatic, psychiatric and medical crisis situations with environment; some exposure to hazardous materials or physical risks requiring basic safety precautions; exposure to blood borne pathogens requiring PPE. Exposure to disease and infections.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and work conditions may change as needed evolve.

The above information in intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of responsibilities, duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arise. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the center continues to maintain its status as an at-will employer.

**I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I reviewed a copy of this job description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date