



BAY CLINIC INC

Medical Assistant

Department: Nursing
FLSA Status: Non-Exempt
Grade/Level:
Job Type:

Job Status: Full Time
Reports To: Charge Nurse
Amount of Travel Required: None
Positions Supervised: None

Work Schedule:
4/10 hour days or 5/8 hour days

POSITION SUMMARY

Perform clinical duties under the direction of physician and Patient Care Team Leader. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, and administering medications as directed by physician.

ESSENTIAL FUNCTIONS

Essential Functions Statement(s)

- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepare them for the physician.
- Record patients' medical history, vital statistics and information such as test results in medical records.
- Prepare and administer medications as directed by a physician.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.
- Explain treatment procedures, medications, diets and physicians' instructions to patients.
- Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Change dressings on wounds.
- Inventory and order medical, lab, or office supplies and equipment.
- Perform routine laboratory tests and sample analyses.
- Set up medical laboratory equipment.
- Operate electrocardiogram (EKG), nebulizers and other equipment to administer routine diagnostic tests.
- Be a part of a Care Coordination Team that actively manages assigned panel of chronic care patients (high acuity).

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education:	High School Graduate or General Education Degree (GED): Required
Experience:	6 plus months of experience
Computer Skills:	Familiarity with Microsoft Office environment. Ability to competently utilize EMR to complete daily tasks.
Certifications & Licenses:	Medical Assistant training or certification Current Health Care Provider CPR certification
Other Requirements:	Community Health Care Center or similar community outpatient care experience preferred.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands			
Stand	F	Lift/Carry 10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	O
Reach Outward	O	Over 100 lbs	O
Reach Above Shoulder	O		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	F
Bend	O	26-40 lbs	O
		41-100 lbs	O

Other Physical Requirements

- Sense of Sound - Hear from stethoscope
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Gloves, gown and face shield

WORK ENVIRONMENT

Health clinic environment with possible exposure to airborne pathogens.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.