



Greater Elgin Family Care Center

Greater Elgin Family Care Center Job Description

Job Title: Medical Assistant
Department: Clinical
Reports To: Clinical Operations Manager
Prepared By: Clinical Operators Manager/Clinical Director
Prepared Date: March, 2005, March 2006, October 2006, March 2015

SUMMARY

The primary purpose of this position is to provide patient care, patient follow-up, laboratory duties and assistance to providers and nursing staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Escorts patients to examination rooms and prepares patients for examination and treatment.

Performs and documents daily set up, stocking, maintenance of appropriate supply levels, cleaning of all clinical areas and equipment (including the washing and sterilization of instruments).

Processes and labels laboratory specimens for area reference laboratories; accurately completes lab requisitions.

Sets up and performs all CLIA waived lab tests.

Ensures compliance with GEFCC quality assurance and risk management standards.

Provides patient education as directed by provider, including providing instructions for laboratory, radiology and other medical testing/procedures.

Retrieves laboratory and other test results and submits for review by provider as necessary.

Follows all Primary Care Medical Home (PCMH) policies and procedures.

Provides care in age appropriate fashion according to specialty.

Report to all scheduled work sites and shifts on time and fully prepared to engage in all job responsibilities; location of work sites and shifts will change at the discretion of the supervisor.

Engage in all offered training, consultations and supervisions made available. Follow and fully implement Corporate Compliance Program. Fully and professionally respond to and implement directives and advice offered by all supervisory and training personnel, as well as professionally offered feedback from coworkers.

Perform other duties as assigned

QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED Certificate

Graduate of accredited Medical Assistant Program

Minimum of six months related experience and/or training is preferred

Knowledge of anatomy and limited physiology/disease process.

Knowledge of laboratory and other procedures performed in an outpatient setting.

LANGUAGE SKILLS

Ability to respond to common inquiries or complaints from patients, regulatory agencies, or members of the community. Ability to effectively present information to Leadership Team, and public groups. Able to translate English to Spanish; and Spanish to English in verbal and written form is preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited health information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

JOB KNOWLEDGE

Ability to use technical skills and apply knowledge necessary for this position.

QUALITY

Ability to demonstrate accuracy and thoroughness while performing the duties of the position

SAFETY AND INFECTION CONTROL

Be knowledgeable about and follow Greater Elgin Family Care Center's safety/infection control policies and procedures.

CERTIFICATE, LICENSES, REGISTRATIONS

Current CPR Certification

Current Medical Assistant Certificate is preferred

OTHER QUALIFICATIONS

Knowledge of medical terminology; basic clinical and laboratory skills is essential.

Ability to work flexible schedule including early morning and late evening hours.

Ability to work Saturday and Sunday health center hours.

Pleasant disposition and ability to communicate effectively with patients and internal/external customers.

DEGREE OF DIFFICULTY

Ability to communicate with providers the observations based on patient's chief complaint. Consults/confers with Registered Nurse or Provider in health center setting

AGE-SPECIFIC CARE

The patient population cared for by the employee in the job includes:

- neonate (0-28 days)
- Infant (29 days-1 year)
- Pediatric (1-11 years)
- Adolescent (12-18 years)
- Young Adults (19-21 years)
- Adults (over 21 years)
- N/A (Not applicable for this job)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job,

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger , handle, or feel; reach with hands and arms; climb and balance; talk and hear; smell. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/ or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, exposed to hazardous materials and infectious diseases and risk of electrical shock. The noise level in the work environment is usually moderate.