



Bond Community Health Center, Inc.

JOB DESCRIPTION

POSITION: Medical Assistant
DEPARTMENT: Clinical
REPORTS TO: Nursing Supervisor or Physician in Charge

The Medical Assistant can specialize in either the Administrative or Clinical aspect of the job or be multi-functional. Competence requires communication skills, recognition and response to emergencies, adherence to ethical and legal standards, and demonstrable professional characteristics.

RESPONSIBILITIES:

- 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 and removing sutures.
- Authorize drug refills and provide prescription information to pharmacies.
- Prepare treatment rooms for patient examinations, keeping the rooms neat, clean, and stocked.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Schedule appointments for patients.
- Change dressings on wounds.
- Greet and log in patients arriving at office or clinic.
- Contact medical facilities or departments to schedule patients for tests and/or admission.
- Perform general office duties such as answering telephones, taking dictation and completing insurance forms.
- Inventory and order medical, lab, and office supplies and equipment.
- Perform routine laboratory tests and sample analyses.
- Set up medical laboratory equipment.

Job Description
Medical Assistant
Continued

- Keep financial records and perform other bookkeeping duties, such as handling credit and collections and mailing monthly statements to patients.
- Use Electrocardiogram (EKG), and other equipment to administer routine diagnostic tests.
- Other duties may be assigned.

QUALIFICATIONS:

- Medical Assistant Certification.
- A minimum of one year of related experience.
- Ability to communicate in a courteous and tactful manner with patients, families, physicians and others.
- Knowledge of medical terminology is an asset.
- CPR Certification.
- Follow oral and written instructions.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Bending, lifting, reaching and walking.
- Exposure to patients, including those who are HIV positive, possible Tuberculin and/or Hepatitis exposure (vaccination recommended).

SUPERVISION RECEIVED:

- Medical Director and Physicians.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

- Requires constant knowledge of and access to sensitive medical and personal information of patients. Expected to follow BCHC’s confidential procedures as noted in the Employee Reference Manual.

EFFECT OF ERRORS:

- Position must adhere to appropriate clinical procedures and protocols as mandated by City, State, and Federal Authorities. Errors could expose the Center to citations, fines, legal liability, and possible embarrassment.

HOURS OF WORK:

- 40 hours minimum and as needed.

SALARY RANGE:

- As stated in the Notice of Hire.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____